

Issue of Duplicate Share Certificate(s)

Documents required:

1. Request letter in Form ISR-4 (**Annexure -1**) duly signed by the shareholder(s) or the legal heir(s) in case of demise of original shareholder, and other documents mentioned therein together with a self-attested copy of the PAN card.
2. If the value of the securities on the date of application does not exceed ₹10 lakh, the security holder must submit an **Affidavit-cum-Indemnity Bond** in the format given in **Annexure-2**, executed (see note below) on non-judicial stamp paper of appropriate value, as per the Stamp Act of the state where the claimant resides. The stamp duty payable shall be the higher of the stamp duty applicable to an affidavit or an indemnity bond, whichever is greater.
Further, if the value of the securities as on the date of application is **up to ₹10,000**, the security holder shall submit an **undertaking** in the format specified in **Annexure-2**, executed on **plain paper**.

3. In case if the value of securities on the basis of the closing price as on the date of submission of application exceeds Rs.10 lakhs, then following additional documents are required to be submit:
 - a. Attested copy of the FIR including e-FIR/Police complaint/Court injunction order/copy of plaint (where the suit filed has been accepted by the Court and Suit No. has been given) for loss of share certificate lodged by the shareholder/legal heir duly acknowledged by the Police Station in-charge or attested copy of FIR mentioning the certificate no, name of the holder, folio no, distinctive no, no of shares etc .(**see note below**).
 - b. In case where the Value of securities is more than Rs.10,00,000, letter from the shareholder confirming to bear the cost of advertisement (**Annexure-3**) as follows:

Particulars	Cost of Advertisement to be recovered
Value of Shares up to Rs.10,00,000	NIL
Value of Shares exceeding Rs.10,00,000	Rs.3000 per shareholder

4. An overseas securities holder, in lieu of documents mentioned in point no. 4a. above, shall be permitted to provide self-declaration of the security certificates lost/misplaced/stolen which shall be duly notarized/ apostilled /attested by the Indian Consulate / Embassy in their country of residence, along with self-attested copies of valid passport and overseas address proof.

NOTE

- Attestation of photocopies/xerox copies should be done by a Public Notary and authorised to use the seal of this office.
- Notarised documents should also contain Notary Serial no. / Register no. etc. as per the provisions of the Notaries Rules, 1956.

The above Documents to be sent to RTA on the below mentioned address

KFin Technologies Limited

Unit: Bharat Petroleum Corporation Limited

Selenium Tower B,

Plot 31 & 32, Financial District,

Nanakramguda,

Hyderabad - 500 032

Toll free: 1800 309 4001

Email: einward.ris@kfintech.com

Procedure:

1. The Shareholder has to approach a Depository Participant (DP) for opening a demat account.
2. After opening the demat account the shareholder has to submit request letter in ISR-4 along with the documents mentioned therein to the RTA together with the above mentioned documents.
3. After certain internal processes and approval from the Appropriate Authorities(s) and as per SEBI Circular dated 25.05.2022 read with SEBI circular dated December 24, 2025, RTA will send the Letter of Confirmation (LOC) to the shareholder and retain the Physical share certificate(s) and deface the certificate with a stamp "Letter of Confirmation Issued" on the face / reverse of the certificate(s).
4. The LOC will be valid for 120 days from the date of its issue, within which the shareholder shall make a request to the DP for dematerializing the said shares.
5. DP shall generate the demat request on the basis of LOC and forward the same to the Issuer Company / RTA for processing the demat request.
6. After receiving the demat request form from DP, the RTA will process the same and credit the shares to the demat account of the applicant.
7. The RTA / Issuer Companies shall issue a reminder after the end of 30 days, 60 days and 90 days from the date of issuance of LOC, informing the applicant to submit the demat request as above, in case no such request is received by the RTA / Issuer Company.
8. **In case the Shareholder fails to submit the demat request within the aforesaid period of 120 days from the date of issue of LOC, RTA / Issuer Company shall credit the securities to the Suspense Escrow Demat Account of the Company. The Shares can subsequently be claimed back by the shareholder by applying in Form ISR-4 by ticking the appropriate service request.**



Form ISR-4

(Refer circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: ____/____/____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick ☐ as relevant, refer to the instructions):

- Demat Account No. (If available):
Provide Client Master List (**CML**) of your Demat Account from the Depository Participant*
- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your **CML**). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).



B. I / We request you for the following (tick ☐ relevant box)

<input type="checkbox"/> Issue of Duplicate certificate	<input type="checkbox"/> Claim from Unclaimed Suspense Account
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Consolidation of Folios
<input type="checkbox"/> Consolidation of Securities certificate	<input type="checkbox"/> Transmission
<input type="checkbox"/> Transposition (<i>Mention the new order of holders here</i>)	

C. I / We are enclosing certificate(s) as detailed below:**

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- ☐ Duplicate securities certificate



- ☐ Claim from Unclaimed Suspense Account

Securities claimed	(in numbers)
	(in words)

- ☐ Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- ☐ Endorsement
- ☐ Sub-division / Splitting of securities certificate
- ☐ Consolidation of securities certificate/Folios
- ☐ Transmission
- ☐ Transposition

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓



Full address	✓		
PIN	✓ 222222	222222	222222

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.



Format for Affidavit-cum-Indemnity

FORM-A

AFFIDAVIT-CUM-INDEMNITY

[For issuance of duplicate securities]

Note: ***This affidavit is to be executed in the presence of a Public Notary (in cases where the value of securities exceeds Rs. Ten Thousand)***

[To be submitted in non-judicial stamp paper of appropriate value as prescribed by the Stamp Act of the state where the claimant resides (in cases where the value of securities exceeds Rs. Ten Thousand)]

I/We, _____
Son / daughter/spouse of _____ residing at _____
_____, having Permanent Account No (s) _____
do hereby solemnly affirm and state on oath as follows.

1. That I/We, _____ (“all the shareholders”) hold the following ____ (number of) securities under Folio no. _____ in ____ (name of the company) in my/ our name as single holder / joint holder:

Compan y Name	Folio Number	Number and face value of securities held	Security Certificat e No.	Distinctive Nos.	
				From	To
1)					
2)					
3)					

2. I/We _____
_____ swear / solemnly declare that the above securities were acquired by



me/us for valuable consideration out of my/our own investment/funds against allotment in Public Issue/allotment in Right Issue or acquired from the market/through inheritance in the year(s).

3. I/We _____
_____ further swear / solemnly declare that I/ we am/are applying for issue of duplicate certificate(s) to me/us on the ground that the original security(ies) certificate(s) has/have been misplaced / not found by me/us, despite a diligent search made by me/us in this behalf.

4. I/We _____
_____ further swear /solemnly declare that the said securities are not sold or pledged or deposited by way of security to any person/company.

5. I/We _____
_____ hereby further swear / solemnly declare that if, after the duplicate share certificate(s) is / are issued to us as aforesaid, the original security(ies) certificate(s) is / are at any time subsequently, found, recovered or traced by us or by anyone on our behalf, then, we unconditionally undertake not to deal with the said original share certificate(s) in any manner whatsoever (whether by physical transfer or dematerialization or as security or pledge) and further unconditionally undertake to promptly surrender the original share certificate(s) to the RTA / Company, for cancellation.

6. I/We _____ am/are
_____ making the above solemn declaration on oath with full knowledge of the fact that in the event the original security (ies) certificate(s) issued is /are found, recovered and traced by me/us and instead of surrendering the same is / are dealt with by me/us as aforesaid, the Company will be at liberty to adopt civil and / or criminal proceedings against me/us for my/our failure to promptly surrender the original security (ies) certificate(s), for cancellation and for breach of my/our solemn declaration and undertaking not to deal with the original security (ies) certificate(s) in any manner whatsoever as aforesaid at my/our entire risk as to cost and consequences.

7. I/We hereby jointly and severely agree and undertake to indemnify and keep indemnified, saved, defended, harmless, the aforesaid (Name of the Company/RTA) and its successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which you may suffer and/or incur by reason of your, at my/our request, issuing the said Duplicate Securities as herein above mentioned, to the undersigned.



Signature of all deponents :

X _____

VERIFICATION

We hereby solemnly affirm and state that what is stated herein above is true to our knowledge and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned securities.

IN WITNESS WHEREOF the said 1) Mr. /Ms. _____ (Name and signature of the witness) _____

And 2) Mr. /Ms. _____ Name and signature of the witness _____ #, have hereunto set their respective hands and seals this day of _____

Address of First holder / Applicant :

ode ☐ ☐ ☐ ☐ ☐ ☐ Pinc

Signature of All holder(s) / Applicant(s) :

FOR OFFICE USE ONLY

Signature checked by :

Signed before me

at: _____

on: _____

Signed before me

Place: _____

Date : _____

X -----

Signature of Notary with Official Seal of Notary & Regn. No.

LETTER

Date _____

From

To

Bharat Petroleum Corporation Limited
Bharat Bhawan II.
4 & 6 Currimbhoy Road, Ballard
Estate Mumbai 400 001
Dear Sir,

Sub : Cost of Advertisement for Duplicate Share Certificate

This is with reference to BPCL's letter ref_____dated_____I undertake to bear the cost of publication of notice of loss of share certificate to be issued in the newspaper by BPCL on behalf of us considering the value of shares as mentioned in the following table.

Particulars	Cost of Advertisement to be recovered
Value of Shares up to Rs.10,00,000	NIL
Value of Shares exceeding Rs.10,00,000	Rs.3000 per shareholder

Further, in order to minimize the cost of advertisement to be borne individually, I would like to wait for some more time so that two or more investors join for sharing the cost of advertisement.

Thanking you,

Yours faithfully,

Name of the share holder

Signature of the share holder
