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 (refer 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 execute the abovementioned **Affidavit-cum-Indemnity Bond** on **plain paper** in the format specified in **Annexure-2**.

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 submitted:
   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. 2a. 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.

5. Latest Client Master List of the demat account, not older than two months and duly attested by the Depository Participant

6. Duly filled demat conversion request form

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 shall have a demat account before submitting the aforesaid service request.
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 approvals from the Appropriate Authorities(s) and as per the applicable provisions issued by Securities and Exchange Board of India ("SEBI") and other applicable laws and regulations (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), RTA shall verify and process the documents submitted for issuance of duplicate securities, and thereafter initiate the demat conversion request in the depository system for direct credit of securities in the demat account of the security holder/claimant.
4. Post confirmation of the demat conversion request, the depositories/RTAs/listed companies shall send an intimation to the security holder/claimant regarding successful dematerialisation of the securities.