

***For the kind attention of holders of shares in physical form  
Norms and forms for duplicate share certificates, transmission,  
transposition, etc.***

SEBI through SEBI (LODR) Amendment Regulations, 2022 dated 24<sup>th</sup> January 2022 read with Circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 has stipulated that listed companies shall henceforth issue the securities in dematerialized form only.

Accordingly in the case of requests for the following the application shall be in the prescribed Form ISR-4:

- a. Issue of duplicate securities certificate;
- b. Claim from Unclaimed Suspense Account;
- c. Renewal / Exchange of securities certificate;
- d. Endorsement;
- e. Sub-division / Splitting of securities certificate;
- f. Consolidation of securities certificates/folios;
- g. Transmission;
- h. Transposition;

In case the shareholder does not have a demat account, the RTA will issue an Entitlement Letter in the prescribed form. The shareholder shall, based on the letter get the shares credited to his/her demat account within 120 days thereof. If the dematerialization has not been done within the specified period, the shares would be transferred to Unclaimed Suspense Account/ Suspense Escrow Demat Account of the Company.

***The above changes are effective from 25<sup>th</sup> January 2022.***

The relevant Form ISR-4 is appended which may be downloaded and used for the connected purposes. For any clarification, please get in touch with our RTA:

***Cameo Corporate Services, UNIT – TPN, Subramanian Building, 1  
Club House Road, Chennai 600 002.***

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# Form ISR-4

(see 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 (Mention the new order of holders here)      |  |

**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.<br>2.<br>3. |
| Certificate numbers   |                |
| Distinctive numbers   |                |
| Number & Face value of securities                           |                |

\*\* Wherever applicable / whichever details are available

**D. Document / details required for specific service request:**

- I.  Duplicate securities certificate
- II.  Claim from Unclaimed Suspense Account

|                    |              |
|--------------------|--------------|
| Securities claimed | (in numbers) |
|                    | (in words)   |

- III.  Replacement / Renewal / Exchange of securities certificate  
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV.  Endorsement
- V.  Sub-division / Splitting of securities certificate
- VI.  Consolidation of securities certificate/Folios
- VII.  Transmission
- VIII.  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.

|              | <b>Security Holder 1 / Claimant</b>   | <b>Security Holder 2</b>  | <b>Security Holder 3</b>  |
|--------------|---|---|---|
| Signature    | ✓   | ✓   | ✓   |
| Name         | ✓   | ✓   | ✓   |
| Full address | ✓   |   |   |
| PIN          | ✓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

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.