

Procedure For Issue of Duplicate Share Certificate

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1. True copy of FIR or acknowledgement of police complaint with rubber seal of the police station (to be furnished in English for out of Maharashtra shareholders) Certificate details to be mentioned like Name of the company, Certificate number, Distinctive number, Name of the shareholder(s) and Folio number.
2. Indemnity bond & affidavit executed and notarized on stamp papers of Rs. 500/- and Rs. 100/- respectively with photograph of applicant, the draft of which is enclosed. (Witness should be other than family member).
3. An advertisement to be published in a national daily (English newspaper) as per the attached format. The full sheet of the particular page in which the advertisement is printed also be attached. (If the market value of shares is more than Rs. 10,000/-)
4. Self-attested copy of pan card (compulsory) along with Aadhar and voter id
5. Self-attested copy of telephone bill / electricity bill (not older than 3 months).
6. Signature attestation by bank manager under his / her official stamp & seal with complete bank address & telephone number.
7. Self-attested copy of pan and Aadhar card of witness mentioned in Indemnity Bond.
8. Original cancelled cheque leaf with name of the shareholder(s) printed of the same bank from where the above Signature attestation obtained.
9. Notarised copy of registered rent agreement (if applicable)
10. Notarised copy of death certificate (if applicable)

Instruction for Issue of Duplicate Share Certificate

Affidavit

1. It must be executed on Rs.100/- non-judicial stamp paper / franked for the equivalent amount/ affix special adhesive stamps of Rs.100/-. (For Companies whose registered office is situated in Maharashtra)

2. For Companies outside Maharashtra, affidavit must be executed on Rs.100/- non-judicial stamp paper/ franked for the equivalent amount/ affix special adhesive stamps of Rs.100/-.
3. Kindly mention the name and registered office of the Company whose shares have been lost.
4. It must be duly completed in all respects i.e. Name of all shareholders, address, folio number, certificate number, distinctive number and number of shares lost.
5. Affidavit must be signed by all the shareholders registered under the folio.
6. The signature(s) of the holder(s) on the affidavit must be affirmed before the Notary Public/ Magistrate.
7. Date of execution and attestation should be present on the document.

Indemnity

1. It must be executed on Rs.500/- non-judicial stamp paper / franked for the equivalent amount/ affix special adhesive stamps of Rs.500/-. (For Companies whose registered office is situated in Maharashtra)
2. For Companies outside Maharashtra, indemnity must be executed on Rs.200/- non-judicial stamp paper/ franked for the equivalent amount/ affix special adhesive stamps of Rs.200/-.
3. Kindly mention the details of shares lost in the relevant columns and space provided.
4. Name of Company whose shares have been lost should be mentioned.
5. Name, full address and signature(s) of two witnesses must be present on the document.
6. The signature(s) of the holder(s) / witnesses on the indemnity must be affirmed before the Notary Public/ Magistrate.
7. Date of execution and attestation should be present on the document.
8. Photograph of applicant

Advertisement

1. Advertisement must be published in Leading English newspaper circulating at a place where the registered office of the Company is situated.
2. Name and registered office address of Company of which shares have been lost must be present at relevant places.
3. Complete details of shares lost i.e. Folio number, certificate numbers, distinctive numbers and number of shares lost is a mandatory requirement. In case you do not have the details, kindly write to us in this regards.
4. Name of all the registered holders under the folio must be published in the advertisement.
5. Advertisement must be as per our prescribed format only.
6. In case, any of the holder is deceased, kindly furnish us with the notary attested copy of his/her death certificate.
7. In case of name change due to marriage, kindly furnish the notary attested copy of Marriage Certificate/ Government Gazette.

8. Bank attested signature(s) of all the registered holder(s) is/are required. Name and address of bank, name and designation of bank official/Manager attesting the signature(s), savings account number, name of holder and status of account must be present on the bank letter along with contact number of the official /Manager signing the document.
9. Kindly submit the self-attested copy of PAN card / voter identity / Adhaar card of all holders.
10. Notarised copy of FIR filed with local police for loss of shares mentioning the distinctive number of share certificates lost and company name.
11. Proof of address such as electricity bill/ telephone bill is required. It should not be more than 3 months old.
12. In case of Partnership Firm, notarised copy of Partnership deed must be submitted.
13. In case of a listed Company, certified true copy of Memorandum & Articles of Association, Certificate of Incorporation and Board Resolution accompanied with the name and signatures of the authorised signatories are required. If there is change in address of Company, Form INC-22/ Form 18 should be submitted.
14. Self-attested copy of PAN and Aadhar Card of Witness
15. Original Cancelled Cheque leaf (where name is printed on the cheque).
16. Notarised copy of Registered Rent Agreement (If Applicable)
17. Notarised copy of Death Certificate (If Applicable)

Others

1. In case, any of the holder is deceased, kindly furnish us with the notary attested copy of his/her death certificate.
2. In case of name change due to marriage, kindly furnish the notary attested copy of Marriage Certificate/ Government Gazette.
3. Bank attested signature(s) of all the registered holder(s) is/are required. Name and address of bank, name and designation of bank official attesting the signature(s), savings account number, name of holder and status of account must be present on the bank letter.
4. Kindly submit the self-attested copy of pan card / voter identity card of all holders.
5. Notarised copy of FIR filed with local police for loss of shares mentioning the distinctive number of share certificates lost and company name.
6. Proof of address such as electricity bill/ telephone bill is required. It should not be more than 3 months old.
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