

**COMPANY'S REGISTERED OFFICE IN MAHARASHTRA, INDEMNITY BOND TO BE EXECUTED ON RS.500/  
& OUT OF MAHARASHTRA INDEMNITY BOND TO BE EXECUTED ON RS.200/-**

**DEED OF INDEMNITY CUM SURETY FOR TRANSMISSION OF  
SHARES/DEBENTURES AS WELL AS ISSUE OF DUPLICATE CERTIFICATES**

This Deed of Indemnity is made at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between Mr/Mrs/Miss \_\_\_\_\_ son/wife/daughter of late \_\_\_\_\_, aged about \_\_\_\_\_ years, residing at \_\_\_\_\_ (hereinafter called "the applicant(s)") and Mr/Mrs/Miss \_\_\_\_\_ son/wife/daughter of Mr. \_\_\_\_\_ residing at \_\_\_\_\_ and Mr/Mrs/Miss \_\_\_\_\_ son/wife/daughter of Mr. \_\_\_\_\_ residing at \_\_\_\_\_ (hereinafter called " the surety").

WHEREAS late Mr/Mrs/Miss \_\_\_\_\_ (name of the deceased) son/ wife/daughter of Mr. \_\_\_\_\_ residing at \_\_\_\_\_ had purchased \_\_\_\_\_ shares/debentures of (Name of the company & address ) detailed hereunder:

Folio No.	No. of Shares / Debentures	Certificate No(s).	Distinctive Nos.	
			From	To

I/ We state that the said Mr/Mrs/Miss \_\_\_\_\_ (name of the deceased) died intestate on the \_\_\_\_\_ day of \_\_\_\_\_ (month) Two thousand \_\_\_\_\_ (year) leaving behind him/her, the following person(s) as only surviving legal heir(s) in pursuance to Indian Succession Act, 1925 / The Hindu Succession Act, 1956 / Muslim Personal Law (Shariat) Application Act, 1937 or any other law applicable to the applicant (strike out whichever is not applicable) by which the deceased and I/We are governed.

Sr. No	Name	Age	Legal Heir(s) relation with the deceased.
1			
2			
3			
4			

:: 2:

AND WHEREAS the above mentioned shares/debentures were separate and self acquired property of the deceased. Under the Indian Succession Act, 1925 / The Hindu Succession Act 1956 / Muslim Personal Law (Shariat) Application Act, 1937 or any other law applicable to the applicant(s) (strike out whichever is not applicable) the persons mentioned above is/are his/her only heir(s) and are entitled to inherit singly/jointly the aforesaid shares/debentures.

I/We, therefore, hereby request the Company to transmit the aforesaid shares/debentures standing registered in the name of late Mr/Mrs/Miss \_\_\_\_\_ without production of Succession Certificates or letter of administration or probate, in the following names:

Sr. No	Name	Age	Legal Heir(s) relation with the deceased.
1			
2			
3			
4			

AND WHEREAS the shares/debentures certificates mentioned herein above has/have been lost and or not forthcoming. I/We, understand that the said certificates are not accompanied by any transfer deed(s) signed by the deceased / me / us and that the said shares/debentures certificate(s) had not been, in any manner disposed off / parted with or pledged or assigned my / our interest therein or any part thereof to any person. I/We being/are the legal heir(s) of the deceased property have applied to the Company for transmission of the said shares/debentures held by the deceased in the Company and cause the same surrender to the Company, if and when the same are found.

I/We, therefore, request the Company to issue a duplicate shares certificate(s) in lieu of the original certificates(s), the details of which are given herein above .

NOW THIS DEED WITNESSES THAT we the said applicant(s) and surety for ourselves, our heirs, executors, administrators and assigns DO HEREBY jointly and severally covenant with the Company, its successors and assigns that we the said covenanting parties and each of us and each of our heirs, executors, administrators and assigns will on the Company transmitting the said shares/debentures and issue duplicate certificate thereof into the name of the said applicant(s) and paying me/us the dividend/interest already due and to become due thereon, at all times save, defend and keep harmless, indemnify and keep indemnified the Company, its successors and assigns of and its and their estates, from and against all claims, demands, actions, proceedings, loss damages, costs, charges and expenses which may be made or brought or commenced against them or which they may or may have to incur or suffer as a result or on account of transmission of said shares and/or issue duplicate certificate(s) in the name of the applicant(s) or the dividend/interest accrued or to accrue in respect thereof or any part thereof, or otherwise in connection with the said shares/debentures.

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IN WITNESS WHEREOF, we the said applicant(s) and the sureties have hereunto set our hands on the day, month and year first above written.

Signed and delivered by (Applicant(s)) :

Photograph of  
applicant

1. Signature : \_\_\_\_\_  
Name : \_\_\_\_\_
2. Signature : \_\_\_\_\_  
Name : \_\_\_\_\_
3. Signature : \_\_\_\_\_  
Name : \_\_\_\_\_

Signed and delivered by Surety  
(Name & Address)

1. Signature : \_\_\_\_\_  
Surety Name : \_\_\_\_\_
2. Signature : \_\_\_\_\_  
Surety Name : \_\_\_\_\_

WITNESSES  
Name / Address & Signature(s)

1. Signature : \_\_\_\_\_  
Witness Name: \_\_\_\_\_  
Address : \_\_\_\_\_
2. Signature : \_\_\_\_\_  
Witness Name: \_\_\_\_\_  
Address : \_\_\_\_\_

Place:

Date:

(To be typed on non-judicial stamp paper of Rs.100/-)

**AFFIDAVIT BY LEGAL HEIRS FOR TRANSMISSION OF SHARES / DEBENTURES  
AS WELL AS ISSUE OF DUPLICATE CERTIFICATES**

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I/We \_\_\_\_\_ wife/son(s)/daughter(s) of  
Late Mr/Mrs/Miss \_\_\_\_\_ resident of  
\_\_\_\_\_ do solemnly swear and sincerely state as under:

1

Folio No.	No. of Shares / Debentures	Certificate No(s).	Distinctive Nos.	
			From	To

The above mentioned shares/debentures stand registered in the name of late Mr/Mrs/  
Miss \_\_\_\_\_ in the books of (Name of the company )

2 That Mr/Mrs/Miss \_\_\_\_\_ died intestate on the  
\_\_\_\_\_.

3 That Mr/Mrs/Miss \_\_\_\_\_ left behind him/her the following  
heir(s).

Sr. No	Name	Age	Relation to the deceased
1			
2			
3			
4			

4 That the above mentioned shares/debentures were the separate and self acquired  
property of the deceased.

5 That under the Indian Succession Act, 1925/The Hindu Succession Act, 1956 / Muslim  
Personal Law (Shariat) Application Act, 1937 or any other law applicable to the applicant  
(Strike out whichever is not applicable) the person(s) mentioned above is/are his/her  
only heir(s) and are entitled to inherit singly / jointly the aforesaid shares/debentures.

6 That the deceased Mr/Mrs/Miss left no other heir(s) than those mentioned in clause 3 of  
this affidavit and that the person(s) mentioned in the said clause 3 are his/her only heirs.

Contd....2

- 7 That I/We hereby declare that I/We have mutually agreed upon and have relinquished my/our rights, title and interest in the said shares and request the Company to transmit the aforesaid shares standing registered in the name of late Shri/ Smt. \_\_\_\_\_ in favour of \_\_\_\_\_ without production of succession certificate or letter of administration or probate.
- 8 That the said share/debenture certificate(s) covering the said shares/debentures have been lost and they are not in the possession of the legal heir(s).
- 9 That I/we the legal heir(s) have not transferred the said shares/debentures or any of them in favour of any other person and I/we have not executed any instrument of transfer for the said shares/debentures in favour of any person.
- 10 That I/we the legal heir(s) have applied to the Company for Issue of duplicate certificates and request the Company to issue a duplicate share certificate(s) in lieu of the original certificate(s), the details of which are given herein above .

Signature(s) of Deponent

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Photograph of  
applicant

### VERIFICATION

I/We the above named person(s) verify that the statements contained in the above paragraphs are true to the best of my/our knowledge and belief and that nothing material has been concealed.

Signature(s) of Deponent

1. \_\_\_\_\_ Name: \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Place :

Date :

**NOTE:** 1. This Affidavit to be executed on Rs.100/- Non-judicial stamp paper with photograph  
2. This affidavit should be verified in the presence of the First Class Magistrate Notary Public under their office Seal.

## NO OBJECTION CERTIFICATE

**COMPANY NAME**

Dear Sir,

**Ref: Transmission of Shares**

I/We hereby declare that I/We have no objection in transmitting \_\_\_\_\_ Equity Shares of

COMPANY NAME . in the name of

\_\_\_\_\_ presently Registered in the name of

\_\_\_\_\_ (deceased). I/We also hereby confirm that I/We have no objection if the outstanding dividend payment on the above shares paid to

\_\_\_\_\_.

Thanking you,

Name 1. \_\_\_\_\_ Signature 1. \_\_\_\_\_

2. \_\_\_\_\_ Signature 2. \_\_\_\_\_

3. \_\_\_\_\_ Signature 3. \_\_\_\_\_

4. \_\_\_\_\_ Signature 4. \_\_\_\_\_

\_\_\_\_\_  
(Signature of Magistrate/Notary)

Full name and address of Magistrate/Notary

Regd. No.

Use space below to affix

\_\_\_\_\_  
**Notary/Court Fee  
Stamps**

\_\_\_\_\_  
**Official Seal of Magistrate/Notary**

## ADVERTISEMENT FORMAT

Notice is hereby given that the Certificate(s) for the under mentioned Equity Shares of the Company have been lost / misplaced and the holder(s) / purchaser(s) of the said Equity Shares have applied to the Company to issue duplicate Share Certificate(s).

Any person who has a claim in respect of the said Shares should lodge the same with the Company at its Registered Office within 21 days from this date else the Company will proceed to issue duplicate certificate(s) to the aforesaid applicants without any further intimation.

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Folio No.	Name of Shareholder	No of Shares	Dist Nos		Cert Nos	
			From	To	From	To

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[Name of Shareholder(s)]

Dated:

**Name and Registered Office address of Company :**

**\*Note :**

- Name and registered office address of Company of which shares have been lost must be present at relevant places.
- 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.
- Name of all the registered holders under the folio must be published in the advertisement.
- Advertisement must be as per our prescribed format only.

**INSTRUCTION SHEET FOR FILLING THE INDEMNITY BOND CUM SURETY AND AFFIDAVIT FOR TRANSMISSION OF SHARE AS WELL AS ISSUE OF DUPLICATE CERTIFICATE(S)**

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Kindly ensure before submitting the Indemnity Bond and Affidavit to the Company that:

1. Indemnity bond and Affidavit has been executed as per the draft sent by the Company. Please note that Indemnity bond and Affidavit has to be executed on Rs.500/- and Rs.100/- non-judicial stamp paper respectively.
2. Numbers of shares/debentures are mentioned in figures.
3. Share/Debenture distinctive numbers are correct.
4. Face value mentioned for shares/debentures are correct. Please note that face value of Shares is Rs.10/- each and of debenture Rs.50/- each.
5. Date of death mentioned correctly.
6. All details i.e. name, relation to deceased and ages of legal heirs are mentioned.
7. The name of survivor mentioned.
8. Date of execution and place has been mentioned.
9. All legal heirs/deponents should sign Indemnity bond and Affidavit.
10. First survivor should mention his/her address for future communication.
11. Two witness and two sureties (name, address and signature) should sign the Indemnity bond.
12. Affidavit should be verified in presence of a First Class Magistrate or a Notary Public. In the event of verification in the presence of Notary Public, the Affidavit should contain the notarial stamp.



**COMPANY NAME**

**Form to be filled in by person(s) claiming title to the shares/debentures of a deceased share/debenture holder without legal representation.**

- 1 Full name of the deceased share/debenture holder :
- 2 Date of death of the deceased according to English Calendar :
- 3 Number of shares/debentures held by the deceased holder in (WITH DISTINCTIVE NUMBERS) :
- 4 Shares held in other Companies (Please attach list) :
- 5 Particulars of property of the deceased other than that Shown in column 3 above :
- 6 Has the deceased left a will or any other Testamentary Instrument disposing of his property :
- 7 Has the deceased left any debts? :  
If so, please state the amount and nature of such debts :
- 8 Has the deceased left a widow/husband and/or children? :  
If so, please state her/his/their name(s) and ages.  
In case of daughters, please also state if they are married Or unmarried.
- 9 By what Law is the family of the deceased governed? :  
If Hindu or Mohammedan, please state which school of Law is applicable.
- 10 Who are the heirs of the deceased according to the Law :  
By which succession to his estate is governed?
- 11 Was the deceased (If Hindu) a member of a joint and Undivided Hindu family? If so, please state the names :  
And ages of the surviving coparceners
- 12 Applicant's/Applicants' :  
1 Name(s) in full :  
2 Age(s) :  
3 Relationship with the deceased :
- 13 Have you filed any FIR :  
A. If, yes. Please furnish a copy of FIR. :  
B. If, no, Please give reason thereof. :

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- 14 Was/ Were the signed transfer deeds loss with the missing Share Certificates. If so, give full particulars. :
- 15 Was/ Were the shares sold, mortgaged pledged or otherwise Disposed of either by the member or by any other person? :
- 16 Was a diligent search made for the missing shares Certificates :
- 17 Any other information which the applicant desires to give in support of his/her/their claim to the shares of the deceased. :
- 18. If the Board of Directors of the Company is prepared to issue Duplicate shares certificate(s), is/are the applicant(s) prepared To fulfill the conditions precedent to the issues viz,
  - a. Execution of an affidavit on a non-judicial stamp paper in The format prescribed. :
  - b. Execution of a suitable personal Deed of Indemnity cum Surety in the prescribed form. :
  - c. Publication of a Notice in an English news paper and Another in the principal language of the District where the Member resides. :

I/We herby declare that the foregoing statements and answers are true and all material facts have been made and given with the full knowledge that on the faith hereof the Company will proceed to consider my/our request for transmission of shares as well as issue of duplicate share certificates in the name of legal heir.

Signature of Applicant(s)	1. _____	Name(s) _____
	2. _____	
	3. _____	
	4. _____	

Date :

Name & Address :

**N.B.:** The delivery to the company of this form duly filled in shall not be deemed in any way to affect the Company's right to insist on production of Probate or Letter of Administration or Succession Certificate to the estate of the deceased share/debenture holder(s).

The delivery to the Company of this form duly filled in shall not in any way effect the Company's right to refuse the application altogether or insist on the fulfillment of additional conditions to those stated in the item no.18 above.  
For more details please attach separate sheet.