

1) Documents to be submitted to process the claim as mentioned in the Form IEPF-5 viz

(For Duplicate Procedure).

- i. Print out of the duly filled (online) claim form with claimant signature on all pages.
- ii. Copy of Acknowledgement.
- iii. Indemnity Bond (original).
- iv. Advance Stamped Receipt (original).
- v. Proof of entitlement (Copy of Original Security Certificates/ Allotment Advice/Counter Foil of DIV/INT Warrant)
- vi. Self attested copy of Aadhaar Card.
- vii. Self attested copy of PAN Card.
- viii. Original cancelled cheque leaf.
- ix. Copy of Client Master List of your Demat A/c duly Self attested& Attested by DP.
- x. Enclosing herewith draft for compliance of IEPF Duplicate formalities. In absence of original share certificate, duplicate formalities has to be complied. i.e. Indemnity to be executed on Stamp paper of Rs. 500/- & Affidavit to be executed on Stamp paper of Rs. 100/-.

Folio No.	Certificate No.	Distinctive No.	No. Of shares

- xi. Self attested copy of PAN card & address proof of two SURETY & two WITNESS.
- xii. FIR or Normal Complaint registered with local Police Station quoting the Certificate(s) & Distinctive Nos. of the lost Certificate(s) where the Certificate(s) reported to be lost and certified copy of the same (i.e. English Translation).
- xiii. Copy of advertisement issued in at least one English language national daily newspaper having nationwide circulation and in one regional language daily newspaper published in the place of registered office of company, if the market value of the shares is greater than Rs 10,000.

Stamp paper of Rs.500/- with Notary

LETTER OF INDEMNITY

TO,

The Board of Directors,

Unit-_____

Address-_____

I/We _____, Indian Inhabitant (hereinafter referred to as the Applicant) hold inter-alia _____ Equity Share / Debenture(s) of the market value of Rs._____ each which has been now transferred to IEPF, as per details given below.

Folio No.	Certificate Nos.	No.of Shares	Distinctive Nos.

WHEREAS the Applicant has represented to the Company that the said Share /Debenture Certificate(s) is/are lost or misplaced and is/are not traceable inspite of diligent search in respect of the said share/Debenture(s) which has been now transferred to IEPF.

WHEREAS the Applicant has represented to the Company that the applicant has not dealt with, disposed off, or created any pledge or encumbrance on the said share/Debenture(s) or the said share/Debenture certificate(s).

AND WHEREAS the applicant has requested the company to issue a confirmation of the shares standing in my/ our name, without production of the old share/Debenture certificate(s) for cancellation.

AND WHEREAS THE company has agreed to issue to the applicant aconfirmation in respect of the said share/Debenture(s) upon the applicant and sureties agreeing to indemnify the company in manner hereinafter mentioned and WHEREAS the sureties as such have agreed to join in and sign these presents.

NOW IT IS HEREBY AGREED by and between the parties hereto that in consideration of the company having agreed to issue a confirmation of the shares to the applicant in lieu of he Share/Debenture certificate(s). Details are given below:

Folio No.	Certificate Nos.	No. of Shares	Distinctive Nos.

The above share/Debenture standing in the name of the applicant without requiring the applicant to produce and deliver to the company for cancellation the said old share/debenture certificate(s) referred above in respect of the said share/debenture(s) the applicant(s) and the sureties do and each of them both hereby for himself/herself and themselves respectively jointly and severally covenant with the company that the applicant and the sureties and each of their respective heirs, executors and administrators shall and will at all times Indemnify and keep indemnified the company its successors and assigns, Directors, secretary and other concerned staff members from and against all loss, damages, costs, charges and expenses and all liability whatsoever nature of kind which the company may incur by reason of the company issuing to the applicant(s) a confirmation for the share/debenture certificate(s) without production and delivery by the applicant(s), to the company of the said old share/debenture certificate(s)in respect of the said share/debenture(s) or in any wise relating thereto and the applicant both hereby for themselves their heirs, executors and administrators further covenant with the company that if at any time hereafter the said old share/debenture certificate(s) shall be found, the applicant(s) shall deliver or caused to be delivered the same to the company.

As the said shares are now transferred to IEPF Authority, on account of dividend amount remained unpaid/unclaimed as per section 124 (6) of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016. I/We, therefore request the Company to endorse to the IEPF Authority for releasing the said shares from their demat account to my/our demat account, without insisting for production of the original share certificate(s).

Signature of the applicant(s)

(affix recent photo)Name (1) :

(2) :

Address :

Occupation :

Witness : (affix recent photo) Surety: (affix recent photo)

Name (1) : Name (1) :

Signature : Signature :

Occupation : Occupation :

Address : Address :

Name (2) Name (2)

Signature : Signature :

Occupation : Occupation :

Address : Address :

(Four different persons details require for witness and surety)

AFFIDAVIT

(by the Registered shareholder) Stamp paper of Rs.100/- with Notary.

To,

(Name and address of the Co. /its STA)

I/We _____ s/o _____ aged ____ year ____ and

_____ s/o _____ aged ____ years residing at

Solemnly affirm and declare as follows: -

1. That I/we am/are the sole/joint holder/s of _____ number of equity shares debentures / bonds/units which has been now transferred to IEPF in (name of the company).

Folio No	No of Share/Deb/Bonds/Units	Certificate No.	Distinctive Nos.	
			From	To

2. That the above shares/deb/bonds/units 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 in the year(s) _____
3. That I/we have not pledged the original certificate by way of security or collateral or otherwise have not sold the above mentioned shares/deb./bonds/units anytime to any person.
4. That I/we have genuinely lost/misplaced the above mentioned shares/deb./bonds/ units.
5. That I/we am/are solely responsible for any future liabilities in respect of the above mentioned securities.
6. As the said shares are now transferred to IEPF Authority, on account of dividend amount remained unpaid/unclaimed as per section 124 (6) of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016. That I/We, have filed a request to the Company to endorse to the IEPF Authority for releasing the said shares from their demat account to my/our demat account, without insisting for production of the original share certificate(s).
7. This Affidavit is executed In favour of the company on my/our own volition and is in the form as required by the company /its agent forwarded to me/us confirmation of the shares standing in my/ our name vide its letter no. _____ dated _____.

Verification

I/We solemnly affirm that the statement contained in the above paragraphs are true to the best of my /our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Deponents

Solemnly declared and affirmed on 1. _____

Identification at _____

On this _____ day of 2019 _____

2. _____
