



**SHAREX DYNAMIC (INDIA) PVT. LTD.**

**Sharex Dynamic (India) Pvt. Ltd.**

1, Luthra Ind. Premises  
Andheri Kurla Road, Safed Pool  
Andheri (E), Mumbai 400 072.

To,

Date : \_\_\_\_\_

**FOR ISSUE OF DUPLICATE SHARE CERTIFICATE(S).**

KINDLY ENSURE THE FOLLOWING INSTRUCTIONS WHILE EXECUTING FORMALITIES

Unit Name \_\_\_\_\_

Date \_\_\_\_\_

1. Kindly execute and forward us an Indemnity agreement and an affidavit on Non-judicial Stamp paper (NJSP's) or affix special adhesive stamps (SAS) along with two surety forms duly filled in and signed by two different sureties as per the enclosed format.
  - A. Indemnity agreement on Rs.200/- stamp paper
  - B. Affidavit on Rs. 100/- stamp paper
2. The NJSP's should be purchased in the name of first registered holder.
3. If adhesive stamps are affixed, the issuing authority under their official seal should cancel the same.
4. Separate Indemnity and affidavit should be executed for two or more folios having joint names in different order.
5. Execution dates on Indemnity and affidavit should be after the date of purchase of NJSP/SAS's and the same within 6 months from date of purchase.
6. Names, addresses and signatures of the two different witnesses should be furnished on the Indemnity and the witnesses should be other than registered holders and sureties.
7. The signatures of the all registered holders, including joint holders(s), if any, appear on the indemnity and affidavit should be tallied with the specimen recorded with the Company.
8. Names, addresses and signatures of the two sureties who have signed on the surety forms should also sign on the Indemnity.
9. Registered holder(s) / joint holder (s) who are executing Indemnity should not sign as sureties or witnesses.
10. Corrections made on the Indemnity and affidavit should be authenticated (signature at the place of correction) by the registered holder(s).
11. The duly executed Indemnity bond should be attested by first class / special Executive Magistrate under their official seal.



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12. Forward us a copy of FIR or complaint lodged with local police station for the lost/stolen/theft share certificates mentioning details of the shares and if Xerox of FIR is enclosed the same should be attested.
13. Public notice in 2 news papers one should appear where registered Office of the Company is situated, and other should appear on national basis. Copy of the cutting should be forwarded.
14. In case of Limited Cos. Banks & FI's the Indemnity and affidavit should be accompanied by a certified copy of Memorandum & Articles of Association along with a certified copy of Board Resolution having a list of authorized signatories.
15. In case of NRI's forward us plain indemnity, affidavit and two surety forms, duly filled in all respects, along with attested copy(s) of Passport and should be attested by Consular / Embassy/ Competent Authority. Please also forward us a Demand Draft (towards cost of purchase of stamp papers + Rs.10/-) drawn in favour of "Sharex Dynamic (India) Pvt. Ltd." payable at Mumbai.
16. Claimant signature is compulsory on Indemnity Agreement
17. In case certificate lost along with transfer deed before transferring in the name of transferee, additional documents required, such as broker's contact and proof of payment made.

**Note:** Kindly intimate us change of address, if any in a letter / fax duly signed by all the registered holders to enable us to update our records. Should you need any further clarifications please email us at [sharexindia@vsnl.com](mailto:sharexindia@vsnl.com)

On receipt of the documents executed as above and found in order, the same will be placed before the Board of Directors of the Company for its approval, provided no claim has been received against the said shares/debentures/bonds. Normally the time taken for issue of duplicate certificates is 45 days from the date of Lodgment