

# DUPLICATE SHARE CERTIFICATE PROCEDURE

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1. Duly notarized Indemnity Bond (Format enclosed as **Annexure I**)
2. Duly notarized Affidavit (Format enclosed as **Annexure II**)
3. Self attested copy of PAN card.
4. Self attested copy of address proof.
5. Duly notarized/attested copy of FIR lodged in Police station for loss/misplace of share certificates. (In HINDI/ENGLISH).
6. Specimen signature duly attested by the bank manager with whom you are maintaining your account mentioning employee code, designation, branch name and your account number. (Format enclosed as **Annexure III**).
7. Self attested copy of ID proof of person(s) signing as surety and witness in the Indemnity Bond.
8. Demand draft of Rs.1000/- in favor of APM Industries Limited payable at New Delhi towards the cost of publication of advertisement in National Newspaper for loss of shares. (IF THE MARKET VALUE OF SHARES IS MORE THAN RS. 10,000).

# ANNEXURE I

## INDEMNITY BOND

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF VALUE Rs 100/-

(Name of the Company)

Address

.....

Dear Sir,

In consideration of your issuing to me/us the Duplicate Share Certificate(s) for ..... Equity shares of Rs. 10/-each in lieu of original Share certificate(s) No.(s). bearing distinctive Nos. .... to ..... held under the registered folio no. .... Which have been lost or mislaid by me/us.

I/We ..... for myself/ourselves, my/our heirs, executors or administrators, indemnify the Company against all claims and demands, money, losses, damages, costs and expenses which may be brought against or be paid, incurred or sustained by the Company be reason or inconsequence of the issuing to me/us the Duplicate Share Certificate or otherwise in relation thereto respectively.

I/We further undertake and agree if the original Share Certificate(s) shall hereafter be found forthwith to deliver up the same or cause the same to be delivered up to the Company, their successors and assigns without cost, fee or reward,

Yours faithfully,

Signature of the Shareholder

Signature of the joint holder

Address:

Witness Persons:

Surety Persons:

1 Signature:

1. Signature:

Name & Address

Name & Address:

2 Signature:

2. Signature:

Name & Address

Name & Address

***(INDEMNITY BOND TO BE ATTESTED BY A NOTARY PUBLIC OR BY A FIRST CLASS MAGISTRATE)***

## ANNEXURE II

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF VALUE Rs. 50/-  
AFFIDAVIT

I/We ..... S/o ..... Resident solemnly  
declares and state as under:

1. That I/We..... the registered Shareholders of ..... Shares  
of your Company M/s. ....As per particulars given below:

Folio No. of Shares	Cert No.	Distinctive No.
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- 1 That the share certificates in respect of the said shares were issued to me on or about.....
- 2 That the said share certificates against my application have been lost in transit / by me and that I have searched, or caused search to be made for the said Share certificates, but after careful search, have not been able to find the same.
- 3 That since the date the said share certificates were issued to me, I have not sold, pledged or in any other way part with the possession of the said shares, and that the said share certificates are my absolute property.
- 4 That to the best of my knowledge and belief, the said share certificates have either been lost or been accidentally destroyed.

DEPONENT

Place:

.....

Date:

.....

VERIFICATION

I/We ..... Hereby declare that whatever stated above are true to the best of my knowledge and belief and nothing relevant has been concealed and mis-statement has been made.

DEPONENT

Place: .....

Date: .....

I, ..... indemnified the deponent who has signed before me.

***(BOTH INDEMNITY BOND AND AFFIDAVIT TO BE ATTESTED BY A NOTARY PUBLIC OR BY A FIRST CLASS MAGISTRATE)***

# ANNEXURE III

To be printed on letter head of Banker  
Signature Verification Letter

TO WHOMSOEVER IT MAY CONCERN

This is to Certify that .....(Name of the Person)..... with the Registered Address at .....(Address of the Person)..... is maintaining a Bank Account .....(A/c No.)..... with our Bank.....(Bank Name) at ..... (Branch Name)..... and operating that account in the normal course of its business/activities. Mr./Ms./Mrs ..... is the account holder for the operation of the account. His/Her signature as appearing below is duly attested (as per the records available with the bank).

(Signature of the Account Holder)

(Signature of the Branch Manager)

Name: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Phone No: \_\_\_\_\_

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

(Bank Seal)