**Form ISR-4**

(Refer circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25,

2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

**Request for issue of Duplicate Certificate and other Service Requests**

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

**Date:**\_\_\_ /\_\_\_ /\_\_\_\_\_\_

**A. Mandatory Documents / details required for processing all service request**: **I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer**

**Company**



* Demat Account No. (If available): 󠄀 󠄀 󠄀 󠄀

Provide Client Master List (**CML**) of your Demat Account from the Depository Participant\*

* Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](https://www.sebi.gov.in/legal/circulars/nov-2021/common-and-simplified-norms-for-processing-investor-s-service-request-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination_53787.html) in this regard)

|  |  |
| --- | --- |
| PAN  | Specimen Signature  |
| Nomination / Declaration to Opt-out  |   |

\* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your **CML**). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](https://www.sebi.gov.in/sebi_data/commondocs/dec-2021/pdf%20Form%20ISR-1%20%281%29_p.pdf) in [SEBI circular dated November 03, 2021.](https://www.sebi.gov.in/legal/circulars/nov-2021/common-and-simplified-norms-for-processing-investor-s-service-request-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination_53787.html)

**B.**



|  |  |
| --- | --- |
|  Issue of Duplicate certificate  | Claim from Unclaimed Suspense Account  |
|  Replacement / Renewal / Exchange of securities certificate  |  Endorsement   |
|  Sub-division / Splitting of securities certificate  |  Consolidation of Folios  |
|  Consolidation of Securities certificate 󠄀  |  Transmission  |
|  Transposition *(Mention the new order of holders here)*  |

**C. I / We are enclosing certificate(s) as detailed below\*\*:**

|  |  |
| --- | --- |
| Name of the Issuer Company  |   |
| Folio Number  |   |
| Name(s) of the security holder(s) as per the certificate(s)  | 1. 2. 3.  |
| Certificate numbers  |   |
| Distinctive numbers  |   |
| Number & Face value of securities  |   |

\*\* Wherever applicable / whichever details are available

**D. Document / details required for specific service request:**

1. Duplicate securities certificate

1. Claim from Unclaimed Suspense Account

|  |  |
| --- | --- |
| Securities claimed  |  (in numbers)  (in words)  |

1. Replacement / Renewal / Exchange of securities certificate

(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)

1. Endorsement
2. Sub-division / Splitting of securities certificate
3. Consolidation of securities certificate/Folios
4. Transmission
5. Transposition

*Provide / attach original securities certificate(s) for request for item numbers III to VIII above.*

**Declaration**: All the above facts stated are true and correct to best of my / our knowledge and belief.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Security Holder 1 / Claimant**  |  | **Security Holder 2**  | **Security Holder 3**  |
| Signature   |     |    |  |    |
| Name  |   |   |  |   |
| Full address    |    |   |   |
| PIN  |  󠄀  |   |   |

After 󠄀processing 󠄀the 󠄀service 󠄀request, 󠄀the 󠄀RTA 󠄀shall 󠄀issue 󠄀a 󠄀‘Letter 󠄀of 󠄀Confirmation’ 󠄀to 󠄀the 󠄀 securities holder/claimant, which is valid only for 120 days. Using this 󠄀 ‘Letter 󠄀 of 󠄀 Confirmation’, 󠄀the 󠄀securities 󠄀holder/claimant 󠄀shall 󠄀request 󠄀the 󠄀DP 󠄀to 󠄀dematerialize 󠄀the 󠄀 securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.