## Form ISR-4

(see 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 (tick variety and refer to the instructions):					
ullet Demat Account No. (If available):					
Provide Client Master List ( <b>CML</b> ) of Participant*	your Demat Account from the Depository				
<ul> <li>Provide the following details, if they are circular dated November 03, 2021 in this re</li> </ul>	not already available with the RTA (see $\underline{\sf SEBI}$ egard)				
PAN	Specimen Signature				
Nomination / Declaration to Opt-out					
<b>B.</b> I / We request you for the following (tick lissue of Duplicate certificate	Claim from Unclaimed Suspense				
	Account				
<ul><li>Replacement / Renewal / Exchange of securities certificate</li></ul>	☐ 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 de	tailed helow**				
Name of the Issuer Company	idired below .				
Folio Number					
Name(s) of the security 1.					
holder(s) as per the 2.					

certi	ficate(s)	3.				
Cert	ificate numbers					
Disti	nctive numbers					
Num	nber & Face value of					
secu	rities					
** W	herever applicable / whiche	ever details are available				
_	5	1.6				
<b>D.</b> I.	☐ Duplicate securities cer	ed for specific service request: rtificate				
••	_ Dupilicate Securities cer	- Cimeate				
II.	☐ Claim from Unclaimed Suspense Account					
	Securities claimed	(in numbers)				
		(in words)				
III.	☐ Replacement / Renewa	al / Exchange of securities certificate				
	•	(that is defaced, mutilated, torn, decrepit, worn out or where the page on the				
	reverse is fully utilized)	· · · · · · · · · · · · · · · · · · ·				
IV.	☐ Endorsement					
٧.	$\square$ Sub-division / Splitting	☐ Sub-division / Splitting of securities certificate				
VI.	$\square$ Consolidation of securi	☐ Consolidation of securities certificate/Folios				
VII.	$\square$ Transmission					
VIII.	$\square$ Transposition					
Prov	uide / attach oriainal secur	rities certificate(s) <u>for request for item numbers III to VI</u>				
aho		The statisticate (s) for request for item numbers in to vi				

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

	Security Holder 1 / Claimant		
Signature	<b>√</b>	V	V
Name	<b>√</b>	<b>V</b>	J
Full address	J		
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.