



|                                   |    |
|-----------------------------------|----|
| certificate(s)                    | 3. |
| Certificate numbers               |    |
| Distinctive numbers               |    |
| Number & Face value of securities |    |

\*\* Wherever applicable / whichever details are available

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

- I.  Duplicate securities certificate
- II.  Claim from Unclaimed Suspense Account

|                    |                            |
|--------------------|----------------------------|
| Securities claimed | (in numbers)<br>(in words) |
|--------------------|----------------------------|

- III.  Replacement / Renewal / Exchange of securities certificate  
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV.  Endorsement
- V.  Sub-division / Splitting of securities certificate
- VI.  Consolidation of securities certificate/Folios
- VII.  Transmission
- VIII.  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          | ✓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

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.