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 as relevant, refer to the instructions):

* 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 in this regard)

PAN

Nomination / Declaration to Opt-out

Specimen Signature

\* (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 in SEBI circular dated November 03, 2021.

1. I / We request you for the following (tick (tick as relevant):

|  |  |
| --- | --- |
| 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) |

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

Name of the Issuer Company

Folio Number

Name(s)

holder(s)

of

as

the security

per

the

certificate(s)

1.

2.

3.

|  |  |
| --- | --- |
| Certificate numbers |  |
| Distinctive numbers |  |
| Numbersecurities | & | Face | value | of |  |

\*\* Wherever applicable / whichever details are available

# Document / details required for specific service request:

* 1. Duplicate securities certificate
	2. Claim from Unclaimed Suspense Account

(in numbers) (in words)

Securities claimed

* 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.