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:** / /

# 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 | 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 in SEBI circular dated November 03, 2021.

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

|  |  |
| --- | --- |
| □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) | of | the | security | 1. |
| holder(s) | as | per | the | 2. |

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

\*\* Wherever applicable / whichever details are available

# Document / details required for specific service request:

* + □ Duplicate securities certificate
	+ □ Claim from Unclaimed Suspense Account

(in numbers) (in words)

Securities claimed

* + □Replacement / Renewal / Exchange of securities certificate

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

* + □Endorsement
	+ □Sub-division / Splitting of securities certificate
	+ □ Consolidation of securities certificate/Folios
	+ □ Transmission
	+ □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.