

### **PROCEDURE FOR DUPLICATE SHARE CERTIFICATE**

Following documents require for issue of duplicate share certificate:

1. Certified copy of FIR regarding lost/misplace shares and the same should be in English/Hindi version duly mentioned shares details.
2. Affidavit & Indemnity bond on a Non Judicial Stamp Paper for Rs.10/- & Rs. 100/- respectively duly notarised and should be signed by all shareholders.
3. Demand draft for Rs. 500/- up to per 100 shares drawn in favour of "MOSER BAER INDIA LIMITED" payable at NEW DELHI towards the cost of advertisement in newspaper.
4. Copy of PAN CARD and residential proof.

Required documents should be duly attested by First Class Magistrate or Notary Public.



Date:  
Place:

We/the undersigned certify that the above facts are true and bind ourselves as sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the said ..... may sustain, incur or be liable for in consequences of complying with the request contained above and the ..... will be entitled to realise all claims, charges, costs, damages, demands, expenses and losses from our persons or our properties as the case may be.

Signature of witness No. 1  
Name & Full Address

Signature of Surety No. 1  
Name & Full Address

Signature of witness No. 2  
Name & Full Address

Signature of Surety No. 2  
Name & Full Address

Date:  
Place:

\* Witness should be notarised

**AFFIDAVIT FOR DUPLICATE CERTIFICATE  
(On Non Judicial Stamp Paper of Rs.10/-)**

I/We .....S/o.D/o.W/o. ....resident at  
.....am/are Shareholder(s)  
of.....and hold equity shares of the face value  
of Rs. /- each, as per the details given below:

Folio No.	No. of Shares held	Certificate No. (s)	Distinctive No.(S)

I/We do solemnly and sincerely swear and state as under:

1. That the said share certificate(s) covering the said share has/have been lost/misplaced/not received and it is/they are not in my/our possession.
2. That I/We have not transferred the said share(s) or any of them in favour of any other person and I/We have not executed any instrument of transfer for said shares in favour of any person.
3. That I/We have filed a request to the Company .....  
.....  
to issue duplicate certificate(s) for the said shares.

Name(s) and address of shareholder(s)

.....

.....

Signature(s) of Shareholder(s)

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**VERIFICATION**

I/We solemnly verify that the stated above are true and that nothing material has been concealed.

Name(s) and address of shareholder(s)

.....

.....

Signature(s) of Shareholder(s)

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The affidavit should be verified in the presence of first class Magistrate or a Notary Public. In the event of verification in the presence of a Notary Public, the affidavit should contain the Notarial Stamp.