**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: / /**

1. **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 120days from the date ofissuance of Letter of Confirmation, received from the RTA/Issuer Company**(tick as relevant, refer to the instructions):

* Demat Account No. (If available):

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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, 2021in 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-1in 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)* | |

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

|  |  |
| --- | --- |
| **Name of the Issuer Company** |  |
| **Folio Number** |  |
| **Name(s) of the security holder(s) as per the certificate(s)** | **1.**  **2.**  **3**. |
| **Certificate numbers** |  |
| **Distinctive numbers** |  |
| **Number & Face value of securities** |  |

*\*\* Wherever applicable / whichever details are available*

1. **Document / details required for specific service request:**
2. 󠄀 Duplicate securities certificate
3. 󠄀 Claim from Unclaimed Suspense Account

|  |  |
| --- | --- |
| **Securities claimed** | ***(in numbers)***    ***(in words)*** |

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.