Form ISR-4

(Refer 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):

- Provide the following details, if they are not already available with the RTA (see <u>SEBI</u> <u>circular dated November 03, 2021</u> in this regard)

Specimen Signature
S

* (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 <u>Form ISR-1</u> in <u>SEBI circular dated November 03, 2021</u>.

B. I / We request you for the following (tick \Box 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 o	f holders here)

C. 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	
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)	
	(in words)	

- IV.

 Endorsement

- 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	\checkmark	\checkmark	\checkmark
Name	\checkmark	\checkmark	\checkmark

Full	V	
address		
PIN	\checkmark \Box	

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.