**Form ISR-4**

□ Transposition*(Mention the new order of holders here)*

(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 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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

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.

**B.** I / We request you for the following (tick ✓ relevant box)

□ Issue of Duplicate certificate

□Claim

Account

□Endorsement

from

Unclaimed Suspense

□Replacement/ Renewal / Exchange of securities certificate

□Sub‐division / Splitting of securities certificate

□Consolidation of Securities certificate ?

□Consolidation of Folios

□Transmission

1. **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 ofsecurities |  |

\*\* Wherever applicable / whichever details are available

1. **Document / details required for specific service request:**
	1. □Duplicate securities certificate
	2. □Claimfrom 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/claimantshall request the DP to dematerialize the securities, failing which the securities shall be credited to theSuspense Escrow Demat Account of the Company.