

For the kind attention of holders of shares in physical form

Norms and Forms for requests for transmission, transposition, replacement/duplicate certificates, etc.

SEBI through SEBI (LODR) Amendment Regulations, 2022 dated January 24, 2022 read with Circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 has stipulated that listed companies shall henceforth issue the securities in dematerialized form only.

Accordingly in the case of requests for the following the application shall be in the prescribed Form ISR-4:

- i. Issue of duplicate securities certificate;
- ii. Claim from Unclaimed Suspense Account;
- iii. Renewal / Exchange of securities certificate;
- iv. Endorsement;
- v. Sub-division / Splitting of securities certificate;
- vi. Consolidation of securities certificates/folios;
- vii. Transmission:
- viii. Transposition;

The provisions of the said SEBI Circular is effective from January 25, 2022.

The relevant **Form ISR-4** is appended which may be downloaded and used for the connected purposes.

For any clarification, please get in touch with our RTA:

KFIN Technologies Private Limited

Karvy Selenium, Tower-B, Plot No. 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad-500032, India. Toll Free No: 18003454001

Email: einward.ris@karvy.com

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://				
A. Mandatory Documents / details required for processing all service request: / 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 (CMI) 	•	emat Account from the Depository Participant*				
 Provide the following details, circular dated November 03, 20 	•	not already available with the RTA (see <u>SEBI</u> gard)				
PAN		Specimen Signature				
Nomination / Declaration to Opt-	out					
	n this regard	 VIL). You can authorize the RTA to update the d, please refer to and use Form ISR-1 in SEBI ✓ relevant box) ☐ 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 ne	ew order of	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.					

tificate numbers					
tinctive numbers					
mber & Face value of					
urities					
herever applicable / whicheve	er details are available				
Desument / details required	for energific complex very cost.				
	•				
- Duplicate Securities certi	neace				
II. Claim from Unclaimed Suspense Account					
Securities claimed	(in numbers)				
	(in words)				
□ Ponlacoment / Penewal	/ Evolution of cocurities cortificate				
•	ted, torn, decrepit, worn out or where the page on the				
☐ Endorsement					
\square Sub-division / Splitting of securities certificate					
\square Consolidation of securities certificate/Folios					
☐ Transmission					
\square Transposition					
	mber & Face value of urities herever applicable / whichever Document / details required Duplicate securities certi Claim from Unclaimed Su Securities claimed Replacement / Renewal / (that is defaced, mutilate reverse is fully utilized) Endorsement Sub-division / Splitting of Consolidation of securities Transmission				

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	✓	V	✓
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.