# 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:

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  $\checkmark$  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 <u>SEBI</u> <u>circular dated November 03, 2021</u> in 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-1 in SEBI circular dated November 03, 2021.

### **B.** I / We request you for the following (tick $\checkmark$ relevant box)

□ Issue of Duplicate certificate	Claim from Unclaimed Suspense	
Replacement / Renewal / Exchange of securities certificate		
Sub-division / Splitting of securities certificate	Consolidation of Folios	
Consolidation of Securities certificate		
Transposition (Mention the new 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.

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)

- III. 
   Replacement / Renewal / Exchange of securities certificate
   (that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV. 🗌 Endorsement
- V. 🗌 Sub-division / Splitting of securities certificate
- VI. 
  Consolidation of securities certificate/Folios
- 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	$\checkmark$	<b>v</b>	$\checkmark$
Full address	$\checkmark$		
PIN	$\checkmark$		

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.