

PROCEDURE FOR LOSS OF SHARE CERTIFICATE

1. Lodge a complaint with Police Station and submit a copy of FIR (mentioning share certificate no(s) , unit name, folio no. distinctive no(s) and no. of lost of shares) in original or attested having clear impression of rubber stamp of the concerned Police Station, (in case of copy thereof please note that it should be duly attested by first class magistrate or Notary) or acknowledged Police complaint. In case of complaint /FIR is in regional language, then a copy of the true translation of the same in English duly notarized by a Notary Public should be submitted along with the FIR.
2. Execute Indemnity & Affidavit on a non –judicial stamp paper of the value of Rs.200/- & Rs.100/- duly attested by Notary Public/Special Executive Magistrate respectively as per the proforma enclosed. Affidavit should be attested by notary with appropriate notarial stamps affixed together with the seal the registration no of the notary.
3. Stamp paper must be purchased only in the name of the executor i.e. , registered shareholder.
4. Questionnaire Form to be filled in by applicant(s) for issue of Duplicate Certificate(s) in respect of security/ies for which original certificate(s) are lost.
5. Proof of identity like Pan card/Passport/Driving License of surety duly attested by Notary required.
6. Supporting documents of surety like salary certificate/pay slip or copy of latest Assessment Order passed by Income Tax authorities or Proposed valuation Report issued by Revenue Authorities/Municipal Authorities/Secretary of Gram Panchayat duly attested by a Notary/Gazetted officer. Please note that Income of surety should be more than present market value of shares.
7. Full name, address and signatures of the witnesses and sureties should appear in the indemnity bond. Surety form to be filled by same person who has signed as surety on the Indemnity.
8. Any correction/modification on these documents needs initials of the executors.
9. All the particular of the shares like folio no., certificate no. and distinctive numbers to be mentioned in the Indemnity and Affidavit.
10. Photo copy of shareholder Pan Card duly attested by notary/gazetted officer.
11. Proof of identity like Passport/Driving License of shareholder duly attested by Notary required.
12. Shareholder proof of residence like Electricity Bill/Telephone Bill/Water Bill duly attested by notary/gazetted officer.’
13. Share holder specimen signature duly attested by their Bank Manager on Banks letter head mentioning the bank manager’s name, address, code no. and telephone numbers. This certificate should also show your account number and date of your account opened with the attesting authority as proforma enclosed.
14. Demand Draft amounting Rs.1000.00 in favour of MIRZA INTERNATIONAL LIMITED payable at KANPUR towards advertisement charges.
15. Request letter duly signed by you for issue of duplicate share certificate.

“Q”

QUESTIONNAIRE FORM

Form to be filled in by applicant(s) for issue of Duplicate Certificate(s)
in respect of security/ies for which original certificate(s) is/are lost

Name of the Company: _____

1) Full name of the holder and joint holder(s),if any (fill in Identical order)	
2) Number and kind of securities held by the holder(s)for which duplicate certificate(s) is/are being sought.	
3) Distinctive numbers of the security/ies In respect of which certificate(s) is/are lost (must tally with no given in item 2)	
4) When did the holder(s) acquire the security/ies in respect of which certificate are lost ?	(Quote at least approx date/period)
5) When were the certificate(s) lost or found to be missing ?	(Quote at least approx date/period)
6) Full statement of the circumstances regarding loss of the above certificate(s)	
7) Where any signed transfer form(s) accompanying the lost certificate(s) ? If so, give full particulars of the transaction .	If your answer is YES, you must furnish the company with a 'Prohibitory Order' form a competent court to stop transfer of securities in the name(s) of any other person(s)
8) Where the securities were sold/mortgaged/ pledged or otherwise disposed of either by the holder/applicant or by any other person ? If so give full particulars of transaction *	
9) Was diligent search made for the missing certificate(s) ?	
10) If the Board of Directors of the Company is prepared to issue duplicate certificate(s) is/are the applicant(s) prepared to fulfill the conditions preliminary to the issue of duplicate certificate(s) viz.(a)advertisement in the Maharashtra government Gazette(b) In one daily News Paper(c) one daily vernacular newspaper circulating in Bombay (d) Execution of indemnity with approved surety/ies	<p>FOR OFFICE USE ONLY</p> <hr/> <p>SIGNATURE CHECKED BY</p>

Share Holder Address: _____

PIN _____

SIGNATURE(S) OF THE APPLICANT(S)

(RS. 100/- STAMP PAPER)

AFFIDAVIT

“A”

I/We _____
(Full name(s) of applicant(s))
solemnly affirm and say that what is stated in answer to the question on the form on the reverse
and marked “Q” is true to my/our knowledge.

DATE _____

SIGNATURE(S) OF THE APPLICANT(S)

Solemnly affirmed at _____ on the _____
day of _____ 20_____

Full Name and _____
Address of _____
Magistrate/
Notary _____

(Signature of Magistrate/Notary)

Regn No _____

Use space below to affix

Notarial/Court Fee Stamp

Official Seal of Magistrate/Notary

(RS. 200/- STAMP PAPER)

INDEMNITY

“I”

To _____
(Name of the Company)

WHEREAS

I/We _____
(Name(s) of Holder(s)/applicant(s))

registered in the Register of Member and other books of _____
(Name of the Company)

is the holder of *(refer item 2 of Q) _____ Shares/Bonds/Debentures of the
Company bearing Folio no., Certificate no(s)., and Distinctive No(s). _____

It has been stated to the Company that the Certificate(s) of the said securities has/have been lost
mislaidd and the same cannot be found _____

I/We _____ has/have
applied to the company for duplicate Certificate(s).

We * _____
and (Name of the surety)

for ourselves our respective heirs, executors and administrators do hereby jointly and severally
covenant with the company its successors and assigns that we and our heirs executors
and administrators respectively will at all times and from time to time save defend and keep
harmless and indemnified the company its successors and assigns and the Director and Officers
thereof and their respective heirs executors and administrators and their and each of their estates
and effects from against all actions causes suits proceedings accounts Claims and demands
whatsoever on account of the said security/ies or any of them or the loss non-production of the
Certificates their of on the part of any person or persons whomsoever and against all damages costs
charges and we said *

and
undertake on demand by the company to return and re-deliver such duplicate Certificate(s) and
without such demand to produce and returned to the company the original Certificate(s) when
found or traced and to take all actions suits proceedings at our own cost as the Company shall
require for the recovery thereof or otherwise in relation to the premises.

Dated this _____ day of _____/20_____.

Signed in presence of _____

(signature(s)of holder(s) /Applicant(s))

Signature of Magistrate/Notary
Full Name and Address of Magistrate/Notary

Name, Address & Signature of Surety

Name, Address & Signature of Witness

SURETY FORM

(FORM TO BE SIGNED BY SURETY PRUPOSED AGRIMENT)

PRIVATE & CONFIDENTIAL

Name of Surety: _____
(In Full)

Permanent Residential Address : _____

_____ pin _____

Age: _____ Years Permanent Income Tax No.: _____

A person cannot stand as surety for spouse/family member.

(fill in any one or more of the following boxes, whichever is applicable)

A Details of employment

- 1. Name of employer _____
- 2. Place of employment _____

- 3. Annual Salary : _____
- 4. Other emoluments : _____

AND/OR

B Details of immovable property owned

(absolutely in own name and not as a member of a joint & undivided Hindu family. Specify whether consisting of houses or more lands)

- 1. Within Municipal Limits : _____
- 2. Situation : _____

- 3. Value : _____
- 4. Annual rent realized : _____

AND/OR

C Details of business owned

(absolutely in own name and not as a partner)

- 1. Nature of business and location _____
- 2. Annual turnover _____
- 3. Annual profits _____

Date _____ 20_____

(Signature of the surety)

Witnessed by
Full Name And Address of Bank Manager/Employer

_____ PIN _____

(Bank Manager/Employer)

N.B: Please note that Surety should own property in his own name and not as a member of a joint and undivided Hindu family, or own business absolutely in his own name and not as a partner.

If the Surety proposed is not a salaried employee, copy of the latest Assessment Order passed by Income Tax Authorities should be enclosed with this form.

If the Surety proposed is only Landlord or property owner, Proposed Valuation Report issued by Revenue Authorities/Municipal Authorities should be enclosed with the form.

Surety should not be related to the shareholder.

MIRZA INTERNATIONAL LIMITED