



|                                   |  |
|-----------------------------------|--|
| 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)<br>(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 | SecurityHolder 2 | SecurityHolder 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/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.