## 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 require I / We are submitting the following docume Depository Participant to dematerialize my / of issuance of Letter of Confirmation, receive relevant, refer to the instructions):	ents / details and undertake to request the our securities within 120 days from the date	
• Demat Account No. (If available):		
Provide Client Master List (CML) of your De	mat Account from the Depository Participant*	
<ul> <li>Provide the following details, if they are <u>circular dated November 03, 2021</u> in this re</li> </ul>	not already available with the RTA (see <u>SEBI</u> gard)	
PAN	Specimen Signature	
Nomination / Declaration to Opt-out		
<ul><li>circular dated November 03, 2021.</li><li>B. I / We request you for the following (tick</li><li>Issue of Duplicate certificate</li></ul>	Claim from Unclaimed Suspense	
Replacement / Renewal / Exchange of securities certificate	Account  Endorsement	
Sub-division / Splitting of securities certificate	Consolidation of Folios	
Consolidation of Securities certificate	Transmission	
Transposition (Mention the new order of i	holders here)	
Claim from Suspense Escrow Demat Accou	nt	
C. I / We are enclosing certificate(s) as deta	ailed helow**	
Name of the Issuer Company	aneu below .	
Folio Number		

Name(s) of the security	1.					
holder(s) as per the	2.					
certificate(s)	3.					
Certificate numbers						
Distinctive numbers	tive numbers					
Number & Face value of						
securities						
* Wherever applicable / whichever	r details are available					
Dogwood / dotaile was wined	four on a sifi a councie or un accepta					
<ul><li>Document / details required f</li><li>Duplicate securities certif</li></ul>	•					
i. Duplicate securities certifi	icate					
II.   Claim from Unclaimed Sus	spense Account					
Securities claimed	(in numbers)					
	(in words)					
•	Exchange of securities certificate					
•	ed, torn, decrepit, worn out or where the page on the					
reverse is fully utilized)  IV. $\Box$ Endorsement						
<ul><li>VI. □ Consolidation of securities certificate/Folios</li><li>VII. □ Transmission</li></ul>						
III.   Transposition						
IX.   Claim from Suspense Escr	ow Demat Account					
	ow bemat Account					
Securities claimed	(in numbers)					
Securities damined	(in words)					
Provide / attach original securities	certificate(s) <u>for request for item numbers III to VIII above.</u>					
	ed are true and correct to best of my / our knowledge and					
elief.						

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	V	<b>√</b>
Name	<b>√</b>	<b>√</b>	J
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.