

## 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 ✓ as relevant, refer to the instructions):

- Demat Account No. (If available):

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Provide Client Master List (**CML**) of your Demat Account form the Depository Participant\*

- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) 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 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 ✓ relevant box)

Issue of Duplicate Certificate		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 new order of holders here)		

C. I/we are enclosing certificate(s) as detailed below\*\*:

Name of the Issuer Company	
Folio Number	
Name of the security holder(s) as per the certificate(s)	1. 2. 3
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

\*\* Wherever applicable/whichever details are available

D. Documents/details required for specific service request:

- I.  Duplicate securities certificate
- II.  Claim from Unclaimed Suspense Account  

Securities Claimed	(in number) (in words)
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- 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 number III to VIII above.

Declaration: All the above facts stated are true and correct to best of my/our knowledge and belief.

		Security Holder1/Claimant		Security Holder2		Security Holder3
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.