

## ISSUE OF DUPLICATE CERTIFICATES

Read carefully the instructions before filling in the enclosures

**Note :- Photocopy of these forms will not be accepted.**

The enclosures are :

QUESTIONNAIRE FORM	...	'Q'
AFFIDAVIT	...	'A'
LETTER OF INDEMNITY	...	'I'
SURETY FORM	...	'S'

Sequence of steps to be followed :

- 1) **Affix SPECIAL ADHESIVE STAMPS OF**  
**-Rs. 100/- on Affidavit - 'A'**  
**-Rs. 500/- on Indemnity - 'I'**  
before signing these forms (Refer item 'J' below).
- 2) Fill in answers posed in Questionnaire Form - 'Q', giving details in full.
- 3) Fill in Affidavit - 'A', but do not sign now (refer 8).
- 4) Arrange for person to stand as Surety.
- 5) Fill in Form of Surety - 'S' and get his/her signature on the form attested by Bank Manager/Notary Public.
- 6) Fill in Indemnity - 'I', but do not sign now (refer 8).
- 7) Recheck that all documents are completely filled.
- 8) Arrange for Applicant/s and proposed Surety to sign on Indemnity in presence of a First Class or Judicial / Stipendiary Magistrate / Public Notary.
- 9) Submit together all duly completed documents to us.
- 10) Signature required on all documents.
- 11) Corrections/Alterations/Cancellations, if any, should be authenticated.
- 12) Arrange for applicant(s) to sign on affidavit in presence of first class or judicial / stipendiary magistrate / public Notary

### SPECIAL INSTRUCTIONS

#### **QUESTION FORM - 'Q'**

- a) All application forms for issue of duplicate certificate/s must be signed by the person/s whose name/s are presently registered with the bank as holder/s of security/ies.
- b) Where the loss does not pertain to the entire holding in the Ledger Folio, kindly quote the Distinctive Numbers of certificate/s in your possession to enable the Registrars to determine and convey to you the distinctive numbers of the lost certificate/s.
- c) In case certificate/s is/are lost together with duly signed/executed transfer deed/s, the Bank may undertake to issue duplicate certificate/s only after lost transfer deeds have become time-barred.
- d) In case certificate/s stand in sole name of a deceased holder, the heir(s) must establish his/her title to the security/ies on production of Succession Documents before procedure for issue of duplicate is undertaken.
- e) In case certificate/s are lost by transferee with signed transfer deed/s before lodgement/registration in name of the transferee then the applicant will have to furnish contract Note, etc., to substantiate the purchase of the Security/ies.

#### **AFFIDAVIT - 'A' & INDEMNITY - 'I'**

- f) Affidavit/Indemnity may be affixed with Special Adhesive Stamps or the text may be reproduced on Non-Judicial Stamp Paper of denomination/s given in 1 above.
- g) Signature/s must be attested only by a First Class or Stipendiary Magistrate/Notary Public.
- h) Full name/Address (and Regn. No.) of the Official must be mentioned.
- i) Indemnity must be signed by applicant/s as well as surety duly attested by Notary Public.
- j) Special Adhesive Stamps, if affixed, must be cancelled by the Issuing Authority.
- k) Self attested copy of address proof of applicant in the form of latest electricity bill / telephone bill.

#### **SURETY FORM - 'S'**

- l) The financial Standing of the proposed Surety must be good enough for the amount involved to the market value of the shares.
- m) Surety form must also be signed by Bank Manager/Notary Public in affirmation of the details mentioned therein.
- n) Surety on the indemnity and surety form must be one and the same individual.
- o) Surety must sign to his/her individual capacity.
- p) Kindly arranged to forward us income proof of surety duly attested by employer & also self attested by surety in the Form of Salary Slip / Tax Return / Form 16A. / Documentary Proof towards the ownership & valuation of the property as mentioned in the surety form.
- q) Please forward us self attested copy of pan card of surety & applicant(s).
- r) A person cannot stand as surety for spouse / Family member.

