

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) :

Provide Client Master List (**CML**) of your Demat Account from 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 all your folios. In this regard, please refer to and use Form ISR-1 in SEBI circular dated November 03, 2021. # # Form can also be downloaded from RTA's Website i.e. www.masserv.com **under download tab**.

B. I / We request you for the following (tick ✓ relevant box)

<input type="checkbox"/> Issue of Duplicate Certificate	<input type="checkbox"/> Consolidation of folios	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Claim from Unclaimed Suspense Account	<input type="checkbox"/> Transmission	
<input type="checkbox"/> Replacement / Renewal / Exchange of Securities certificate	<input type="checkbox"/> Consolidation of Securities certificate	
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Transposition (<i>Mention the new order of holders here</i>)	

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

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

** Wherever applicable / whichever details are available

P.T.O.

For RTA Office Use Regd. No.:	Inw No.:	Com Code:	Seq. No.
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D. Document / details required for specific service request :

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

Securities claimed	(in numbers)
	(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	Security Holder 2	Security Holder 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 holders/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.