$(-SEBI\ Circular\ No.\ SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8\ dated\ January\ 25, 2022\ on\ Issuance\ of\ MirsD_RTAMB/P/CIR/2022/8\ dated\ January\ 25, 2022\ on\ Issuance\ On\ MirsD_RTAMB/P/CIR/2022/8\ dated\ January\ 25, 2022\ on\ MirsD_RTAMB/P/CIR/2022/8\ dated\ Dated\$  $Securities \ in \ dematerialized \ form \ in \ case \ of \ Investor \ Service \ Requests)$ 

REQUEST FOR ISSUE OF DUPLICATE CERTIFICATE AND OTHER SERVICE REQUESTS [For Securities (Shares / Debentures / Bonds, etc.) held in physical form]

ISR-4

I / We are submitting the following docu	(Tick [√] wherever applicable  I / We are submitting the following documents / details and undertake to submit to the Depository Participant to dematerialize my / or								
securities within 120 days from the date									
the Company.									
I / We, request you for the following (Pl			requested service	type).					
Attach all the supporting documents. [Refer Instructions Overleaf.]    Issue of Duplicate Certificate.   Claim from Unclaimed Suspense Account   Replacement / Renewal / Exchange of Crtf									
1 Issue of Duplicate Certificate.	Claim from Unclaimed Suspense Account Replacement /Renewal/ Exchange of Crtf								
4 Endorsement	Sub-division / Sp	litting of securi	ties certificate	Consolidati	ion of Folios				
Consolidation of Securities Certificate									
7 Consolidation of Securities Certificate	8 Transposition (	Menuon New or	der of holders)	*					
* Provide / Attach Original Securities Ce	rtificate(s) for reques	st for item num	bers 3 to 8 above						
B. I/We are enclosing certificate(s) as	detailed below:								
Name of the Issuer Company	7 :				Folio:				
Face value of Securities held		Number of S	ecurities: He	eld / Claimed	L	1			
	rtificate-Num		tinctive-Num	End-Distinct		No of			
8		SI				Securities			
N a		Nos							
Certificate Nos		Distinctive							
		tinc							
le l		Dist							
Kindly attach separate sheet as per abov	e block for informa	tion portain to	additional contit	icate numbers	if apv				
	е оюск, јог туогта	ион ренит ю	шишиопин сегиј	icuie numbers,	ij any.				
Contact details of the First Claimant:									
<b>Mobile No.</b> (+91)		Te	l. No. STD-						
Email Address:			·						
C. Name(s) of the Securities Holder(s)									
Full Name as per Securities Certificate	e. [ Mention ]	Full Name in (	Capital ]		P	AN *			
1.									
2.									
3.									
4.									
In case of Transposition (mention t	the new order of t	he holders h	oro)						
	ention Full Name in		ere)		Т	DANT #			
10 be Transposed in Favour of. [ M	lenuon run Name II								
1		ii Capitaij				PAN *			
1.		асарна				TAN T			
1. 2.		ii Capitaij			•	PAN *			
		Саркат				PAN *			
2.		Сариа				YAN *			
2. 3. 4.		Сариа				YAN *			
2. 3. 4. Note * Provide self attested copies of PAN,		Сариа	CDSL - [			PAN*			
2. 3. 4. Note * Provide self attested copies of PAN, Demat Account ** NSDL [ IN			] CDSL - [	loution on Management	_	]			
2.  3.  4.  Note * Provide self attested copies of PAN,  Demat Account ** NSDL [ IN  ** Provide latest Client Master List (CML)			y the Depository P		 nilable.	]			
2. 3. 4. Note * Provide self attested copies of PAN, Demat Account ** NSDL [ IN			y the Depository P	ot wish to mak	nilable.	]			
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Note: If your Folio is not KYC compliant, it is recommended to fill Nomination & Bank info details with the supporting documents such as Form ISR-1, ISR-2, Form SH-13 / ISR-3 along with this form.



No	<b>✓</b>	Document/Information/Details	Instruction/Remark		
1		PAN of (all) the (joint) holder(s)/Legal claimants]	PAN copies of all the holder(s)/claimants duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2023, or any date as may be specified by the CBDT.		
2		Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.		
3		Proof of Address of the first Holder (Only if there is Change of Address)	In case your Folio is not KYC compliant, provide self attested copy of any ONE of the documents, issued by a Govt. Authority.  Client Master List (CML) of your Demat Account, provided by the Depository Participant.  Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill*  Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.  Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.  For FII / sub account, Power of Attorney given by FII / subaccount to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.  The proof of address in the name of the spouse*  * Kindly provide additional self-attested copy of Identity Proof of the holder/claimant.		
4		Bank details	Provide Original cancelled cheque leaf bearing the name of the first holder/claimant OR the latest copy of the bank statement with details of bank name, branch, account number and IFSC, duly attested by the Bank Manager. In case these documents are not provided, the details available in the CML will be updated in the folio.		
5		E-mail address	As mentioned, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.		
6		Mobile	As mentioned, alternatively the mobile number available in the CML as enclosed will be updated in the folio.		
7		Specimen Signature	Provide Banker's attestation of the signature of the holder(s) as per <a href="Form">Form</a> <a href="ISR-2">ISR-2</a> and Original cancelled cheque leaf bearing the name of the first holder/claimant.		
8		Nomination	☐ Form SH-13 For First Time Nomination ☐ Form ISR-3 To "OPT-Out" of Nomination Or if No-Nomination is required		
9		Procedure & Forms for Issue of Duplicate	Click to Download –Procedure for Issue of Duplicate Securities Certificate(s) Click to Download -Formats of Affidavit & Indemnity		
10		Procedure & Forms for Transposition / Name Deletion	Click to Download –Procedure and Forms for Transposition or Name Deletion Click to Download -Application for Transposition & Name Deletion		
11		Claim of Securities from Unclaimed Suspense Account	In addition to the documents mentioned in SR. No 1 to 8 above, request you to submit this duly completed Form ISR-4, bearing the signatures of all the registered holder(s) as mentioned in this form.		
12		Endorsement /Consolidation of Securities/ Sub-Division / Splitting of Securities Certificate / Replacement or Renewal or Exchange of certificates / Consolidation of Folio(s)	In addition to the documents mentioned in SR. No 1 to 8 above, request you to submit this duly completed Form ISR-4, bearing the signatures of all the registered holder(s) as mentioned in this form. Attach the original certificate(s) as per the requested service type.		

**Note:** All the above forms are also available on our website <a href="https://www.linkintime.co.in">https://www.linkintime.co.in</a>.

After processing the service request, we 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.

