

Procedure to issue Duplicate Share Certificate

1. Information to be sent to the Company about loss of share certificates quoting your folio number and details of the lost share certificates.
2. Simultaneously, a complaint has to be lodged with the police regarding loss of share certificates.
3. Newspaper publication of the notice/advertisement containing the details of the lost share certificates. –
4. Furnish below documents to the company to obtain the duplicate share certificate:
 - A) Acknowledgment copy of the police complaint.
 - B) An duly executed Affidavit cum Indemnity Bond* on Non-Judicial Stamp Paper of Rs.300/- duly Verified in the presence of First Class Executive Magistrate or a Notary Public witnessed by atleast one person.
 - C) Copy of Newspaper advertisement (To save upon the cost of advertisement the Company can combine 4-5 cases and distribute the cost among members. If member has urgency then single advertisement also can be issued at the applicant's cost)
5. On receipt of the required documents, the duplicate share certificate will be issued to the shareholder (s) after releasing a public notice in the newspaper, Provided no objection is received within the time stipulated in the public Notice.

* Affidavit cum Idemnity Bond should be as per the Company's format.

Stamp paper of values Rs. 300/-

(To be Notarised by a Notary public)

AFFIDAVIT CUM INDEMNITY BOND FOR DUPLICATE CERTIFICATE

To,

Bharat Diamond Bourse

Folio No.-----

I/We held Inter alia----- Equity Shares of the face value of RS___/- each in _____ as per details below:

Share Certificate No.(s)	No. of Equity Shares	Distinctive Nos.
-----	-----	-----

The Share Certificate(s) in respect of the said shares has/have been lost and it is/they are not in my/our possession. The said Share Certificate(s) was/were not accompanied by any blank transfer deed(s) signed by me/us and that I/we have not, nor has any person by my/our order in any manner disposed of, parted with or, pledged the said certificate(s) or assigned my/our interest therein or any part thereof to any person. I/we am/are the sole and absolute owner(s) of the shares covered by the said share certificate(s) and shall cause the same to be surrendered to the company, if and when the same is/are found.

I/We, therefore request to issue a duplicate of the said Share Certificate(s).

In consideration of the Company so doing, I/We do hereby indemnify the Company and bind myself/ourselves, my/our heirs, executors and administrators to pay all claims, charges, costs, damages, demands, expenses and losses, which the said Company, may sustain, incur or be liable for in consequence of having issued duplicate certificate(s) at my/our above said request/

The company may realise the said claims, charges, costs, damages, demands, expenses and losses from me/us personally or my/our heirs, executors or administrators or my/our properties as the case may be.

IN WITNESS WHEREOF I/We have signed this-----day of -----

Name(s) & Address Of
Shareholder(s)

Signature(s) of Shareholder(s)

.....
.....
.....
.....

.....
.....
.....
.....

Name, Signature & Address of Witness No.1

.....
.....
.....

Verified in my presence

Signature

This Indemnity should be verified in the presence of First Class Magistrate or Notary Public. In the event of verification in the presence of the Notary Public, the Indemnity should contain the Notarial Stamp.

1. In case of joint holdings all the shareholders should sign.
2. Strike out whichever is not applicable.