

FORM A
[Form of Indemnity-cum-Guarantee]

[TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF Rs. 100/- (Rs. 200 FOR MAHARASHTRA)]

.....Ltd.

.....

.....

Dear Sirs,

LOSS / MISPLACEMENT OF SHARE CERTIFICATE(S) FOR SHARES IN YOUR COMPANY
REGISTERED IN THE NAME(S) OF MR/MRS./M/S..... UNDER FOLIO NO.....
....

[1] I/we state that the original Share Certificate no.(s) . relating to shares of Rs.10/-/Rs.2/-
/Re.1/- each bearing Distinctive Nos. .
in your Company, of which ----- (“the Deceased”) is the registered holder(s), have been lost /misplaced and
the same has / have not been found despite diligent search by me / us.

[2]I/we have informed our local Police Station of the loss by recording a General Diary / First Information Reprt
on --- [mention date].

[3] I / We attach self-attested and legible photo copy of my / our PAN Card as proof of my / our
identity and Aadhaar Card / alternate address proof as Legal Heirs to the estate of the Deceased and
attested copy of Death Certificate containing address or copy of Aadhaar Card or electricity or
telephone bill as proof of address of the Deceased [only where the Death Certificate does not contain
the address].

[4] I/we further state that the certificate(s) lost was/were not accompanied by any blank or executed Share
Transfer Deed(s) signed by the Deceased and that the Deceased has not, in any manner sold, transferred,
disposed off, parted with or pledged the said shares or assigned his interest therein or any part thereof to any
person(s) whatsoever.

[5] I/we further state that neither the CBI, Income-Tax Department nor any other statutory
authority have seized or confiscated any of the above Share Certificate (s).

[6] I/We, request you to issue in the name of the Deceased duplicate share certificate(s) for such shares in
lieu of the original(s) Certificate(s) and in consideration thereof, I/we and my/our executors, administrators,
successors and representatives do and each of us both hereby undertake jointly and severally and agree with the
Company or its Registrars to deliver up the said original share certificate(s) to the Company or its Registrars if
the same shall at any time hereafter be recovered and to indemnify and hold harmless, at all times hereafter, the
said Company and the Registrars and/or their successors from and against all actions, proceedings, loss,
charges, damages, expenses , claims and demands which may be brought or made against the Company, its
Directors, or its Registrars or against any loss, damage, expenses which they shall or may suffer, sustain or be
put to by reason of the Company consenting to issue and issuing such duplicate share certificate(s) or in
consequence of your permitting at any time hereafter a transfer of the said shares or any of them and making
any payment of any dividend/Bonus/Right shares which may hereafter be declared thereon and/or making any
distributions by way of reduction of capital, winding up or otherwise without the production of the original
share certificate(s) referred to herein above or in consequence of any act, deed, matter or thing whatsoever in
any manner and howsoever relating to issue of the duplicate share certificate(s) as mentioned aforesaid.

VERIFICATION

I / We solemnly affirm that the statements contained in the above paragraphs are true to the best of my / our knowledge, information and belief and that nothing material has been concealed from being disclosed.

I/we.....make this solemn declaration conscientiously

believing the same to be true and knowing that on the strength and faith

thereof, _____ Limited will consider my/our request for the

issue of duplicate Share Certificate(s) in the name of the Deceased.

Solemnly declared and affirmed on _____ 2018 by the undernoted Indemnifier(s)

Identification at Kolkata
On this _____ day of _____ 2018.

	Name as per the Succession Certificate / Probate / PAN Card, Aadhaar Card and Bank Records	Recorded Address	Specimen Signature
Indemnifier 1*			
Indemnifier 2*			

*It is assumed there two Legal Heirs. If there is only one, the said person would be the Indemnifier.

Specimen Signature of Indemnifier 1.

Specimen Signature of Indemnifier 2.

DEPONENTS

(The Deponent has to be the Legal Heir to the estate of the Deceased in whose favor Succession Certificate / Probate has been granted by the Court or who satisfies the Company that he is the Legal Heir to the estate especially where the value of the shares do not exceed Rs. 2 lakhs. The signature of the Deponent(s) has to be separately attested by a Bank Manager under his official seal /stamp quoting his Code number and phone number.)

Executed Before Me:
Signature of Notary Public

[Name and full address of the Notary Public]

Registration No.

Notary Register at Book No.

Serial No.

Notarial / Court Fee Stamps	Official Seal of Notary Public

COUNTER-GUARANTEE TO THE INDEMNITY BOND TO BE EXECUTED BY THE
PERSON EXECUTING THE FORM 'B'

[TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF Rs. 50/- (Rs. 100 FOR MAHARASHTRA)]

I aged about years son/daughter/
wife of permanently residing at

.....
concur in the request of Mr/Mrs.....(“the said Indemnifier”)
for issue of duplicate share certificate in lieu of original misplaced Share Certificate
nos.....in respect of --- Equity Shares in the Capital of
.....Ltd bearing Distinctive nos.
and guarantee the performance by the said Indemnifier of the covenants set out in the
Indemnity dated _____ executed and furnished by the said Indemnifier to
Ltd.

In case of failure on the part of the said Indemnifier to discharge the performance in terms of the above referred
Indemnity given toLtd. I hereby bind myself to make good all claims, charges, costs, damages,
demands, expenses and losses whichLtd. may suffer, sustain or incur or be liable for and
in consequence of complying with the request of the said Indemnifier for issue of duplicate Certificate(s) as
referred to above.

.....Ltd. and / or its authorized representatives are hereby authorized to realize all claims,
charges, costs, damages, demands, expenses and losses from my/our person or that of my/our heirs or from
my/our properties as the case may be pursuant to this Guarantee..

Witness with Signature
Full Name & Address: -

Signature *

Name of the Guarantor / Surety

Address

Date :

Place:

* This Counter-Guarantee shall be attached to the Indemnity along with Form B and be duly
attested by a Notary Public / Magistrate

FORM-B

[TO BE EXECUTED BY THE GUARANTOR ON NON- JUDICIAL STAMP PAPER OF RS.20/- (RS.100/- FOR MAHARASHTRA) AND TO BE ATTESTED BY THE MAGISTRATE OR BY THE MANAGER OF THE BANK WHO WILL EXECUTE THE COUNTER-GUARANTEE TO THE INDEMNITY BOND] (Private & Confidential)

(Statement to be signed by the proposed Guarantor for the issue of duplicate Share Certificate to the Indemnifier)

1. Full Name of the Guarantor
2. Name of the father of the Guarantor
3. Full address of the Guarantor
4. Age of the Guarantor
5. If employed, place of employment designation, name and address of the employer and the total monthly emoluments drawn. (please enclose the photocopy of salary Certificate or I.T. Return)

Or

If in business, description of the business, trading style and address of the business concerned, annual turnover and profits.
(Please enclose the photocopy of I.T. Return)

Or

If in independent profession, nature of profession, place where practiced and annual earnings,
(Please enclose the photocopy of I.T. Return)

Or

If a property-holder, details of immovable property, owned viz. nature of property, situation and value
(Documentary evidence issued by the prescribed authority)

6. Proof of Identity (Photocopy of PAN or Driving License)
7. Proof of Address (Photocopy of Aadhaar Card or Phone or Electricity Bill not more than 2 months old)

Signature of the Guarantor

duly attested by the Magistrate/

Manager of the Bank Date :

Place:

NOTE :

- (i) Any one information under sl. no. 5 to be furnished with copy of last Income-Tax Return
- (ii) Address of the Guarantor to be supported by his address proof viz., Aadhaar Card or alternative address proof such as Electricity Bill or Telephone Bill not more than two months old.

AFFIDAVIT

[To be affirmed before a Magistrate, or Notary Public on Non-Judicial Stamp Paper of Rs.50/- (Rs. 100 for Maharashtra)]

I/We.....aged aboutson/daughter of.....resident ofmake oath and solemnly state as under:

1. That Shri / Smt Is the holder of.....Equity shares of Rs.10/-/Rs.2/-/Re.1/- each in..... Ltd. Kolkata, as per details below :-

<u>Member's</u> <u>Regd. folio</u>	<u>Share Certificate</u> <u>No(s.)</u>	<u>No. of</u> <u>Shares</u>	<u>Distinctive Nos.</u>	
			<u>From</u>	<u>To</u>

2. That the said holder has expired and a copy of his/her Death Certificate duly attested by First Class Magistrate or Notary Public has been submitted to the Company and that as Legal Representative of the Deceased I am /we executing this Affidavit for submission to ----- [Name of the Company]
3. That the Certificate(s) in respect of the said shares has/have been lost/misplaced and the same has / have not been found despite diligent search by me / us on behalf of the Deceased. I/we have informed our local Police Station of the loss by recording a General Diary / First Information Report on --- [mention date]
4. That the Certificate(s) lost was/were not accompanied by any blank or executed Transfer Deed(s) signed by me/us and that neither the Deceased nor have I/we, in any manner, sold, disposed off, parted with or pledged the said shares or assigned my/our interest therein or any part thereof to any person(s) whatsoever. Further I/we state and affirm that the CBI, Income Tax Department and no other Statutory Authorities, have seized or confiscated any of the above share certificate (s).
5. That the Deceased is the absolute owner of the shares covered by the aforesaid certificate(s).
6. That I/we undertake to surrender the said Certificates or cause the same to be surrendered to the Company if and when the same is/are found, and I/we have furnished an Indemnity Bond datedto the Company in this matter.
7. I/We hereby affirm that as Legal Representative to the aforesaid shares of the Deceased we shall not hold the Company or its Agents in anyway responsible for any consequences that might occur directly or indirectly on account of the Company or its Agents acting on our request herein stated by accepting our claim to the lost Share Certificate.
8. That if, on any future date, any legitimate claim on the above-mentioned share certificate(s) duly substantiated by any person/s or institution or statutory authority is placed before the Company and adjudged rightful claim, I/we hereby undertake that I/we shall be bound to hand over the Duplicate Share Certificate or replenish the cost of the shares at the then prevailing market price to such rightful claimant at that time and the said obligation shall be effective / remain in force notwithstanding that the share(s) under the duplicate share certificate(s) issued in lieu of the aforesaid original certificate or otherwise has / have been dematerialized and / or has / have been sold or transferred.
9. That I/we hereby further undertake to reimburse the Company all corporate benefits, viz. Dividends, Rights/Bonus Shares, distribution of capital upon sale of

Assets/Brand/Goodwill/Winding up/ Reduction or Rearrangement of capital or any other cash/non-cash benefits that may be paid on the shares in question by the Company to me/us subsequent to such date on which such duplicate share certificate(s) is/are issued.

10. That I/we therefore, request _____ Ltd. to issue Duplicate share certificate(s) in lieu of the original share certificate(s) lost .

VERIFICATION

I / We solemnly affirm that the statements contained in the above paragraphs are true to the best of my / our knowledge, information and belief and that nothing material has been concealed from being disclosed.

I/we.....make this solemn declaration conscientiously

believing the same to be true and knowing that on the strength and faith

thereof, _____ Limited will consider my/our request for the

issue of duplicate Share Certificate(s) in the name of the Deceased Shareholder.

Solemnly declared and affirmed on 2018

Identification at Kolkata
On this day of 2018.

Specimen Signature of 1.

Specimen Signature of 2.

DEPONENTS

Executed Before Me:
Signature of Notary Public

[Name and full address of the Notary Public]

Registration No.

Notary Register at Book No. Serial No.

Notarial / Court Fee Stamps	Official Seal of Notary Public

FORM-C

DRAFT PROFORMA OF NEWSPAPER NOTIFICATION

NOTICE is hereby given that Share Certificate No(s)..... for
..... share(s) bearing distinctive nos.

.....
(both inclusive) of Ltd., having its Registered Office at
....., registered in
the name(s) of has/have been lost.

I/We, have now applied to the Company for issue of duplicate share certificate(s) in lieu of the above. Any person having any objection to the issue of duplicate Share certificate(s) in lieu of said original share certificate(s), is requested to lodge his/her objection thereto with the Company at the above address or with their Registrars, C B MANAGEMENT SERVICES (P) LTD., P-22, Bondel Road, Kolkata-700 019, in writing, within 15 days from the date of publication of this Notice

Place: Name & Address of the Applicant(s) Date :

NOTE: TO BE PUBLISHED IN ANY ENGLISH DAILY OF THE CITY WHERE THE REGISTERED OFFICE OF THE COMPANY IS SITUATED