

### **Procedure for issue of Duplicate Share Certificate.**

For issuance of Duplicate Share Certificate following documents are required:

1. Affidavit and Indemnity Bond duly executed on the Stamp paper of Rs. 10/- and Rs.100/- respectively.
2. A Demand Draft of Rs. 500/- drawn in favor of Indag Rubber Limited payable at New Delhi towards the cost of publication of advertisement in newspaper.
3. A self-attested copy of address proof & PAN Card.
4. Original copy of FIR in respect of lost share certificate.

### **Deletion of name in share certificate.**

For the deletion of name of joint holder (due to death) the following document are required:

1. Death Certificate duly attested by gazetted officer
2. Pan card of the surviving shareholder duly self attested
3. Original Share Certificate
4. Request letter from the surviving shareholder

### **Transmission of share**

For affecting transmission of the shares, following are the documents required:

1. A copy of the death certificate of the deceased shareholder duly attested by the Gazetted Officer,
2. A copy of Will of the deceased shareholder duly attested by the competent authorities. Where deceased shareholder has not left any Will, a copy of succession certificate or letter of administration duly attested,
3. Share certificate in original,
4. A copy of PAN Card of the legal heir(s) duly self-attested, and
5. No Objection Certificate from other legal heir(s) in favour of person claiming the title to shares on non-judicial stamp paper
6. Transmission form **or** request on plain paper, without affixing share transfer stamp(s), duly signed by the legal heir(s).

### **Address proof for change of address.**

For change of address following document are required like telephone bill/electricity bill which should not be more than 3 months old/driving license and other proof where new address is given etc.