

FORM – I

**REQUEST LETTER FOR ISSUANCE OF DUPLICATE SHARE CERTIFICATE
(Shares misplaced/lost by a transferee)**

Date: _____ From: _____
(Name, Address & e-mail ID of transferee)

Maharashtra Seamless Ltd.
Secretarial Department
Plot No.30, Institutional Area,
Sector – 44, Gurgaon,
Haryana – 122 002

Sub.: **Issuance of duplicate share certificate.**

Ref.: **Folio No..... Cert. No..... Dist. Nos.....**
No. of shares

Dear Sir/Madam,

I/we have purchased the aforementioned equity shares from open market of Maharashtra Seamless Ltd..

I/we have misplaced/lost the above referred share certificate(s) along with Transfer Deed. For issuance of duplicate share certificate(s) in lieu of the above, I am/we are enclosing herewith the following documents to enable you to issue the duplicate share certificate(s) and transfer the same in my/our name:

1. Duly executed and Notarized affidavit & letter of indemnity in original
2. Letter u/s 108 (1) of the Companies act, 1956.
3. Copy of Purchase bill for the purchase of _____No. of shares.
4. Copy of payment proof for the purchase of shares
5. Original copy/certified copy of FIR /Police Complaint lodged against the lost/misplaced shares.
6. Certified copy of ID and address proof (self attested).
7. Certified copy of PAN Card (self attested). .

Kindly do the needful at the earliest possible.

Thanking you,

Yours faithfully

Signature of Shareholder(s)

AFFIDAVIT

(To be obtained from unregistered transferee that the share have not been sold by them before the issue of duplicate shares)

To

Maharashtra Seamless Ltd.
Secretarial Department
Plot No.30, Institutional Area,
Sector – 44, Gurgaon,
Haryana – 122 002

I/We _____ S/o _____ aged ___ year _____
and _____ S/o _____ aged _____ years residing at _____
_____ Solemnly Affirm and declare

as follows:

That I/we am/are the sole/joint holder/s of _____No. of equity shares debentures/ bonds/ units in Maharashtra Seamless Limited, as detailed herein below.

Folio No	No of Share/ Deb/ Bonds/Units	Certificate No	Distinctive Nos	
			From	To

That the above shares /debenture/bonds/units were acquired by me/us for valuable consideration out of my/our own investment/ funds against allotment in Public Issue/allotment in Right Issue or acquired from the market in the year(s)_____

The above certificate/s alongwith the Transfer Deed/s duly executed by the registered holder(s) and by me/us which were sent by me/us to the company/its agent have been lost or misplaced in transit / has been lost from my/our end.

I/we have not sold the above mentioned securities at anytime to any person nor have pledged these securities or acted upon in any manner so as to create any third party right/ interests.

That the stop transfer instructions given by me/us are not on the grounds of the non-payment by my/our broker/sub-broker.

That I/We have genuinely lost/misplaced the above mentioned securities with/ without validity executed transfer Deed (s).

That I/We am/are solely responsible for any future liabilities in respect of the above mentioned securities.

This affidavit is executed in favour of the company on my/our own volition and is in the form as required by the company.

VERIFICATION

I/We solemnly affirm that the statement 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.

Deponent(s)

Verified at _____ on this _____ day of _____ 200

Note :

1. In case of joint holding all the share holders should sign.
- 2 .Indemnity Bond & Affidavit should be attested by a Notary Public/1st Class Magistrate.
3. Strike out whichever is not applicable

INDEMNITY

(To be obtained from the transferee for transferring duplicate certificate issued in the name of the registered holder without producing the Transfer Deed(s))

To

Maharashtra Seamless Ltd.
Secretarial Department
Plot No.30, Institutional Area,
Sector – 44, Gurgaon,
Haryana – 122 002

WHEREAS:

1. I/We Mr./Mrs./Ms _____, & Mr/Mrs/Ms _____ residing at _____ had purchased from the open market for valuable consideration, the shares of your company as detailed herein under:

Name of the Regd. holder and Folio No	No. of shares	Cert Nos.	Distinctive No(s)	
			From	To

WHEREAS :

The above certificate(s) along with the Transfer Deed(s) duly signed by the Registered Holder(s), and by me/us were sent by me/us to the Company/its agent and have been lost or misplaced in transit and the same cannot be found despite best effort to trace them.

I/We had purchased from the market through _____ Stock and Share broker and Member of _____ (Stock exchange) _____ No. of Equity Shares for Rs. ___ each of Maharashtra Seamless Limited vide brokers/ Bill No. _____ dated _____ (copy enclosed). I/We had made payments to the said broker vide cheque no. _____ dated _____ drawn on _____ Bank for Rs. _____ which stands paid as confirmed by broker vide his letter dated _____ (copy enclosed).

The property, beneficial interest and right in the said shares has been acquired by me and stand vested in me for the reason of my having paid the valuable consideration and that such consideration having been received by the transferor through his/their brokers through whom the aforesaid shares were sold and that the shares along with the Transfer Deed(s) signed by the transferors have been lost, misplaced in transit and I/We solemnly affirm and declare that the shares have not been sold by me/us and the propriety in the said shares belong to me/us as on the date of this declaration.

And whereas I/We am/are desirous of obtaining duplicate certificates to be issued in my/our name/s, the original which have been lost/misplaced in transit.

Now this deed of indemnity witness as under:

In consideration of the Board of Directors/Committee of Directors of the Company agreeing to issue duplicate certificate(s) in the name of the Registered Holder and transfer in my/our name in respect of the shares aforesaid, I/We Mr/Mrs/Ms _____ for ourselves, respective heirs, executors and administrators do hereby jointly and severally covenant with the company, its successors or assigns that we and our heirs, executors and administrators respectively, will at all times and from time to time, save, defend and keep harmless and indemnify the Company, its successors, assignees, agents, and the Directors thereof and their respective heirs, executors, administrators, each of their estates and effects from and against all actions, causes, on account of the said shares or any of them or part of any person or persons whomsoever and against all damages and costs, charges expenses or sums of money incurred in respect thereof or otherwise in relation to the said shares.

I/We declare that I/We have not pledged or deposited the original certificate (s) by way of security or otherwise, or transferred or sold, the said shares or any of them and I/We agree and confirm to return forthwith or any of them to the company for the purpose of cancellation the said original certificate(s) in case, the same shall be found anytime hereafter.

I/We further declare and agree in writing, that in the event of my/our failure to compensate the company/its agent in any action, suits and proceedings with the company/its agent, which the company/its agent might face for having issued the duplicate certificate(s) at my /our request, the company/its agent can have a lien in general on all the securities, which I/We may be holding hereafter and also the dividend/interest declared or payable on the said securities or any other entitlements/payments due to me/us.

I/We the said Mr/Mrs/Ms. _____ (names of all the shareholders) and surety

1. _____ (Name of surety)
2. _____ (Name of surety)

Undertake on demand by the company/its agent to return and redeliver such duplicate certificate(s) and without such demand to produce and return forthwith to the company/its agent the original certificate(s) when found or traced and to take all actions, suites and proceedings at our own costs, as the company/its agent shall require for the recovery thereof, or otherwise in relation to the said securities.

I/We hereby unconditionally and irrevocably submit to the exclusive jurisdiction of the Competent Court/Forum in Delhi, with regard to any question or matter arising out of these present and/or any other documents that may be executed by me/us in pursuance hereby or arising here from.

Dated: this day of 200

Witness: (Name and address)

(signature of the applicant(s) Name and address

Witness: (Name and address)

Witness: (Name and address)

1.

Witness: (Name and address) surety)

2.

1. (Signature & Name & address of the surety)

2. (Signature & name & address of the surety)

Note :

1. To be executed on a non-judicial stamp paper of Rs.100/-
2. In case of joint holding all the share holders should sign.
- 3 .Indemnity Bond & Affidavit should be attested by a Notary Public/1st Class Magistrate.
- 4.. Strike out whichever is not applicable
5. Surety should not be a joint holder

LETTER UNDER SECTION 108(1) OF THE COMPANIES ACT, 1956.
(FOR REGISTRATION OF TRANSFER IN CASE OF LOSS OF TRANSFER DEED)

The Board of Directors
Maharashtra Seamless Ltd.
Secretarial Department
Plot No.30, Institutional Area,
Sector – 44, Gurgaon,
Haryana – 122 002

**SUB :- Registration of Transfer of shares under provision 108(1)
of the companies Act.1956.**

Dear Sir ,

I/we have purchased _____ No. of fully paid Equity shares of the nominal value of Rs _____ of your company vide Distinctive No. _____ to _____(both inclusive).

The duly executed and stamped instrument of transfer along with relevant share certificate No.(s) _____in respect of the said shares has been lost /misplaced.

You are therefore requested to record the registration of transfer of the said shares in my/our name(s) and issue in my/our name necessary share certificate(s) for the said shares without the production of executed Instrument of transfer/ Transfer Deed and the original share certificate by exercising your power u/s 108(1) of the Companies Act.1956 .

I/we have affixed to this application the share transfer stamps of the prescribed value.

I have enclosed Affidavit and Indemnity bond executed on Non Judicial Stamp paper of the value as applicable at the place of execution of share transfer deed.

Thanking you.

Yours Faithfully

Name
Address