

### **Procedure/ Checklist for Issue of Duplicate Share Certificate**

1. Request letter duly signed by shareholder for issue of duplicate share certificate
2. Proof of Address of the Applicant
3. (e.g. Aadhar Card/ Voter-Id /Electricity Bill/Telephone Bill etc attested by notary/gazetted officer)
4. PAN card copy the Applicant (attested by notary/gazetted officer)
5. Questionnaire Form (proforma enclosed as "Q")
6. Affidavit (proforma enclosed as "A")
7. Indemnity (proforma enclosed as "I")
8. Surety form along with copy of PAN card and income proof like pay slips/income returns (proforma enclosed as "S") duly attested by Notary
9. Original / Notarised copy of FIR/ (mentioning share certificate no(s) , unit name, folio no. distinctive no(s) and no. of lost of shares).
10. Letter duly attesting your signature by your Bank

Send the aforesaid documents to the Registrar and Share Transfer Agent of the Company at the below address:

**KFin Technologies Private Limited**  
**Selenium Tower B, Plot No. 31 – 32, Gachibowli Financial District,**  
**Nanakramguda, Serilingampally Mandal, Hyderabad – 500 032**

**QUESTIONNAIRE FORM**

[Form to be filled in by applicant(s) for issue of Duplicate Certificate(s) in respect of security/ies for which original certificate(s) is/are lost]

**Name of the Company: Vaibhav Global Limited**

1	Full name of the holder and joint holder(s),if any (fill in Identical order)	
2	Number and kind of securities held by the holder(s)for which duplicate certificate(s) is/are being sought.	
3	Distinctive numbers of the security/ies In respect of which certificate(s) is/are lost (must tally with no given in item 2)	
4	When did the holder(s) acquire the security/ies in respect of which certificate are lost ?	
5	When were the certificate(s) lost or found to be missing ?	(Quote at least approx date/period)
6	Full statement of the circumstances regarding loss of the above certificate(s)	(Quote at least approx date/period)
7	Where any signed transfer form(s) accompanying the lost certificate(s) ? If so, give full particulars of the transaction	If your answer is YES, you must furnish the company with a „Prohibitory Order“ from a competent court to stop of securities in the name(s) of any other person(s)
8	Where the securities were sold / mortgaged / pledged or otherwise disposed of either by the holder/applicant or by any other person ? If so give full particulars of transaction *	
9	Was diligent search made for the missing certificate(s) ?	
10	If the Board of Directors of the Company is prepared to issue duplicate certificate(s) is/are the applicant(s) prepared to fulfill the conditions preliminary to the issue of duplicate certificate(s) viz.(a) advertisement in the State government Gazette (b) In one daily News Paper ( c) one daily vernacular newspaper circulating in Jaipur (d) Execution of indemnity with approved surety/ies	<b>FOR OFFICE USE ONLY</b>  <b>SIGNATURE CHECKED</b>

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**Signature of the Applicant**

[To be executed on Non-Judicial Stamp Paper of Rs. 100/-]  
(To be attested by Notary)

“A”

**AFFADAVIT**

I/ We , \_\_\_\_\_ solemnly affirm and say that what is stated in answer to the question on the form marked “Q” is true to my/our knowledge.

Solemnly affirmed at \_\_\_\_\_ (place) on the day of \_\_\_\_\_, 20\_\_

Date:

Place:

\_\_\_\_\_  
**SIGNATURE(S) OF THE APPLICANT(S)**

Full Name and \_\_\_\_\_

Address of \_\_\_\_\_

Magistrate/ Notary \_\_\_\_\_

Regn No \_\_\_\_\_

\_\_\_\_\_  
**(Signature of Magistrate/Notary**

Use space below to affix

Notorial /Court Fee Stamp	Official Seal of Magistrate/Notary
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[To be executed on Non-Judicial Stamp Paper of Rs. 100/-]  
(To be attested by Notary)

“1”

INDEMNITY

To  
Vaibhav Global Limited  
K-6B, Fateh Tiba, Adarash Nagar  
Jaipur 302022

WHEREAS

1. I/We \_\_\_\_\_, registered in the Register of Member and other books of Vaibhav Global Limited is the holder of \*(refer item 2 of Q) \_\_\_\_\_ Equity Shares / ~~Bonds/ Debentures~~ of the Company bearing Distinctive Nos. \_\_\_\_\_ to \_\_\_\_\_.
2. It has been stated to the Company that the Certificate(s) of the said securities have been lost mislaid and the same cannot be found.
3. I/We \_\_\_\_\_ has applied to the company for duplicate Certificate(s).
4. We, \_\_\_\_\_ (Applicant) and \_\_\_\_\_ (Surety) for ourselves, our respective heirs, executors and administrators do hereby jointly and severally covenant with the Company, its successors and 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 indemnified the Company, its successors and assigns and the Director and Officers thereof and their respective heirs, executors and administrators and their and each of their estates and effects from against all actions, causes, suits, proceedings, accounts, Claims, and demands whatsoever on account of the said security/ies or any of them or the loss non-production of the Certificates thereof on the part of any person or persons whomsoever and against all damages costs charges and we, \_\_\_\_\_ (Applicant) and \_\_\_\_\_ (Surety) undertake on demand by the company to return and re-deliver such duplicate Certificate(s) and without such demand to produce and returned to the company the original Certificate(s) when found or traced and to take all actions suits proceedings at our own cost as the Company shall require for the recovery thereof or otherwise in relation to the premises.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signed in presence of

\_\_\_\_\_  
Signature(s) of holder(s)/Applicant(s)

\_\_\_\_\_  
Signature of Surety

Witness 1:

Signature: \_\_\_\_\_

Name & Address: \_\_\_\_\_

\_\_\_\_\_

Witness 2:

Signature: \_\_\_\_\_

Name & Address: \_\_\_\_\_

\_\_\_\_\_

**SURETY FORM**  
(FORM TO BE SIGNED BY SURETY PROPOSED AGREEMENT)  
PRIVATE & CONFIDENTIAL

Name of Surety (In Full):

Permanent Residential Address:

Age: \_\_\_\_\_ years

Permanent Income Tax No.:

**(A person cannot stand as surety for spouse/family member.)**

(Fill in any one or more of the following boxes, whichever is applicable)

**A) Details of employment**

1. Name of employer: \_\_\_\_\_
2. Place of employment: \_\_\_\_\_
3. Annual Salary: \_\_\_\_\_
4. Other emoluments: \_\_\_\_\_

AND/OR

**B) Details of immovable property owned**

(absolutely in own name and not as a member of a Joint & Undivided Hindu Family. Specify whether consisting of houses or more lands)

1. Within Municipal Limits: \_\_\_\_\_
2. Situation: \_\_\_\_\_
3. Value: \_\_\_\_\_
4. Annual rent realized: \_\_\_\_\_

AND/OR

**C) Details of business owned**

(absolutely in own name and not as a partner)

1. Nature of business and location \_\_\_\_\_
2. Annual turnover \_\_\_\_\_
3. Annual profits \_\_\_\_\_

Date:

\_\_\_\_\_

**(Signature of the Surety)**

Witnessed by:

Full Name and Address of Bank Manager/Employer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Signature of Bank Manager/Employer)**