

Form ISR-4

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: __/__/____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details with respect to service request (tick ✓ as relevant, refer to the instructions):

Demat Account No.:	DP ID	CLIENT ID

Provide latest Client Master List (**CML**) of your Demat Account, not older than two months, attested by the Depository Participant* Also, provide duly filled-in demat conversion request form.

- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your **CML**). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

B. I / We request you for the following (tick ✓ relevant box)

☐ Issue of Duplicate certificate	☐ Claim from Unclaimed Suspense Account
☐ Replacement / Renewal / Exchange of securities certificate	☐ Endorsement
☐ Sub-division / Splitting of securities certificate	☐ Consolidation of Folios
☐ Consolidation of Securities certificate	☐ Transmission
☐ Transposition (<i>Mention the new order of holders here</i>)	
☐ Claim from Suspense Escrow Demat Account	

C. I / We are enclosing certificate(s) as detailed below**:

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s)	
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- i. ☐ Duplicate securities certificate
- ii. ☐ Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
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- iii. ☐ Replacement / Renewal / Exchange of securities certificate

(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)

- iv. ☐ Endorsement
- v. ☐ Sub-division / Splitting of securities certificate
- vi. ☐ Consolidation of securities certificate/Folios
- vii. ☐ Transmission/
- viii. ☐ Transposition
- ix. ☐ Claim from Suspense Escrow Demat Account

Securities claimed	(in numbers) (in words)
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Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature			
Name			
Full Address			
PIN			

After processing the service request, the RTA/listed company shall issue the securities to the security holder/claimant only in demat mode, directly in the demat account of the security holder/claimant, within 30 days of receipt of service request.