

Process of Issue of Duplicate Share Certificates

- a) Obtain an email or on receipt of request from the shareholder for loss of shares then following process needs to be initiated. Match the signature ,If signatures is matching or Regd. email matching then advise to submit :
- Indemnity on Non Judicial Stamp Paper Of Rs 100/- (format enclosed)
 - An affidavit on Non Judicial Stamp Paper of Rs 20/- (format Enclosed)
 - Copy of FIR or a copy of intimation to nearest Police Stn duly receipted .
 - Demand Draft favouring Escorts Ltd, Faridabad or Karvy Computershare Pvt Ltd, Hyderabad for minimum of Rs 500/- for One certificate or upto Rs 1000/- for 5 share certificates or in multiple of 5 certificates for every 5 certificates.
 - Affidavit must be Notarized except Foreign Shareholders
- b) Send an intimation for loss of shares to Stock Exchanges
- c) Publish advertisement in News Paper for loss of shares with 15 days Notice period to the public for valid cases format enclosed.
- d) Process request for Issue of duplicate certificate within 30 days from the receipt of documents.



ESCORTS
(CIN-L74899HR1944PLC039088)

PROFORMA OF INDEMNITY FOR DUPLICATE CERTIFICATE(S)

(To be executed on non-judicial stamp paper of Rs.100/-)

Escorts Limited
Corporate Secretarial
15/5, Mathura Road
Faridabad-121 003

I/We/ _____ am / are the Shareholder(s)
of M/s Escorts Limited having its Corporate Office at 15 / 5 – Mathura Road,
Faridabad – 121003 and hold Equity share(s) as per details given below:-

Folio No.	Shares	Certificate No.(from)	Certificate No. (to)	Distinctive No. (from)	Distinctive No. (to)

The Share Certificate(s) in respect of the said shares has / have been lost / misplaced / not received and the same is / are not forthcoming. The said share(s) was / were not accompanied by any blank transfer deeds signed by me / us and that I / We have not nor has any person on my / our order in any manner disposed off / parted with or pledged the said share certificates or assigned my / our interest therein or any part thereof to any person. I / We, am / are the sole and absolute owner(s) of the share covered by the said share certificate(s). I / We hereby undertake to surrender or cause the same to be surrendered to the Company, if and when the same is / are found.

I / We, therefore, request to issue the duplicate of the said share certificate(s).

In consideration of the Company so doing I / We do hereby indemnify the Company and bind myself / our heirs, executors and administrators to pay all claims, charges, costs, damages, demands, expenses and losses which the said Company, may sustain / incur or be liable for in consequences of having issued duplicate share certificate(s) at my / our above said interest. The Company may realize the said claims, charges, costs, damages, demands, expenses and losses from me / us personally or our heirs, executors or administrators or my / our properties as the case may be.

I / We, the undersigned, certify that the above facts are true and bind me / ourselves to make good all claims charges, costs, damages, demands, expenses and losses which the Company may sustain / incur or be liable for in consequence of complying with the request contained above and the Company will be entitled to realize all claims, charges, costs, damages, expenses and losses from my / our persons or my / our heirs from my / our properties, as the case may be.

In witness thereof I / We, have signed this _____ day of _

_____ Two Thousand _____

Name of Sureties**	Address with pin code, phone no/email id /pan no.	Signature

**** Sureties to provide self attested documentary proof of their address and pancard.**

Name of Shareholder	Address with pin code, phone no/email id /pan no.	Signature



ESCORTS
(CIN-L74899HR1944PLC039088)

PROFORMA OF AFFIDAVIT FOR DUPLICATE CERTIFICATE(S)
(TO BE EXECUTED ON APPROPRIATE NON-JUDICIAL STAMP PAPER)
(20/-)

I / We _____ am / are the Shareholder(s) of M/s Escorts Limited, having its Corporate Office at 15 / 5 – Mathura Road, Faridabad – 121003 Haryana and hold Equity share(s) as per details given below:-

Folio No.	Shares	Certificate No.(from)	Certificate No. (to)	Distinctive No. (from)	Distinctive No. (to)

I / We do solemnly and sincerely swear and state as under:-

1. That I / We have lost / misplaced the above mentioned Share Certificate(s) and have not found it till the date of swearing this affidavit even after making diligent search.
2. That I / We have not sold, mortgaged, pledged or otherwise disposed off the said shares.
3. That if and when I / We find the above mentioned Share certificate(s) given above the same shall be surrendered with the Company for cancellation.
4. That I / We am / are furnishing this affidavit for the issue of duplicate Share certificate(s) to me / us in place of the lost / misplaced Share certificate(s).
5. That I / We have filed a request with the Company on _____ to issue duplicate certificate(s) for the said Share lost / misplaced by me / us.

Name (Shareholder)	Address with pin code, phone no/email id /pan no.	Signature
1.		

2.		
3.		

VERIFICATION

I/We, solemnly verify that the facts stated above are true and that nothing has been concealed.

Name	Signature

This affidavit should be verified in the presence of First Class Magistrate or a Notary Public. In the event of verification in the presence of Notary Public, the affidavit should contain the Notarial Stamp.