

Issue of Duplicate Share Certificate(s)

Documents required:

1. Request letter in Form ISR-4 (**Annexure -1**) duly signed by the shareholder(s) or the legal heir(s) in case of demise of original shareholder, and other documents mentioned therein together with a self-attested copy of the PAN card.
2. Duly notarized Affidavit (**Annexure – 2**) for the issue of duplicate share certificate(s) on non-judicial stamp paper of the value applicable in the state where the documents is executed (**see note below**) from all the shareholder(s) or their legal heir(s) as the case may be.
3. Duly notarized Indemnity Bond (**Annexure-3**) to be executed by all the shareholder(s) / legal heir(s) on a non-judicial stamp paper of the value applicable in the state where the documents is executed (**see note below**).
4. In case if the value of securities on the basis of the closing price as on the date of submission of application exceeds Rs.5 lakhs, then following additional documents are required to be submit:
 - a. Attested copy of the FIR including e-FIR/Police complaint/Court injunction order/copy of plaint (where the suit filed has been accepted by the Court and Suit No. has been given) for loss of share certificate lodged by the shareholder/legal heir duly acknowledged by the Police Station in-charge or attested copy of FIR mentioning the certificate no, name of the holder, folio no, distinctive no, no of shares etc .(**see note below**).
 - b. In case where the Value of Shares from Rs.5,00,000, letter from the shareholder confirming to bear the cost of advertisement (**Annexure-4**) as follows:

Particulars	Cost of Advertisement to be recovered
Value of Shares up to Rs.5,00,000	NIL
Value of Shares from Rs.5,00,000 to Rs.10,00,000	Rs.2000 per shareholder
Value of Shares above Rs.10,00,000	Rs.3000 per shareholder

5. An overseas securities holder, in lieu of documents mentioned in point no. 4a. above, shall be permitted to provide self-declaration of the security certificates lost/misplaced/stolen which shall be duly notarized/ apostilled /attested by the Indian Consulate / Embassy in their country of residence, along with self-attested copies of valid passport and overseas address proof.

NOTE

- Attestation of photocopies/xerox copies should be done by a Magistrate/Notary Public/Special Executive Magistrate or a similar authority holding a public office and authorised to use the seal of this office.
- Notarised documents should also contain Notary Serial no. / Register no. etc. as per the provisions of the Notaries Rules, 1956.

The above Documents to be sent to RTA on the below mentioned address

Name : Shri S Chandrasekaran

Address : M/s. Data Software Research Company Private Limited

19, Pycrofts Garden Road, Nungambakkam,

Chennai 600 006,

Phone No : +91 44 28213738 , +91 44 28214487;

Email : bpcl@dsrc-cid.in

Procedure:

1. The Shareholder has to approach a Depository Participant (DP) for opening a demat account.
2. After opening the demat account the shareholder has to submit request letter in ISR-4 along with the documents mentioned therein to the RTA together with the above mentioned documents.
3. After certain internal processes and approval from the Appropriate Authorities(s) and as per SEBI Circular dated 25.05.2022, RTA will send the Letter of Confirmation (LOC) to the shareholder and retain the Physical share certificate(s) and deface the certificate with a stamp "Letter of Confirmation Issued" on the face / reverse of the certificate(s).
4. The LOC will be valid for 120 days from the date of its issue, within which the shareholder shall make a request to the DP for dematerializing the said shares.
5. DP shall generate the demat request on the basis of LOC and forward the same to the Issuer Company / RTA for processing the demat request.
6. After receiving the demat request form from DP, the RTA will process the same and credit the shares to the demat account of the applicant.
7. The RTA / Issuer Companies shall issue a reminder after the end of 30 days, 60 days and 90 days from the date of issuance of LOC, informing the applicant to submit the demat request as above, in case no such request is received by the RTA / Issuer Company.
8. **In case the Shareholder fails to submit the demat request within the aforesaid period of 120 days from the date of issue of LOC, RTA / Issuer Company shall credit the securities to the Suspense Escrow Demat Account of the Company. The Shares can subsequently be claimed back by the shareholder by applying in Form ISR-4 by ticking the appropriate service request.**

Form ISR-4

(Refer circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

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 and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick as relevant, refer to the instructions):

- Demat Account No. (If available):

Provide Client Master List (**CML**) of your Demat Account from the Depository Participant*

- 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)

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

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

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
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)

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

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 shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

AFFIDAVIT

[For issuance of duplicate securities]

Note: ***This affidavit is to be executed in the presence of a Public Notary***

[To be submitted in non-judicial stamp paper of appropriate value]

I/We, _____
 Son / daughter/spouse of _____ residing at _____
 _____, having Permanent Account No (s) _____
 _____ do hereby solemnly affirm and state on oath as follows.

1. That I/We, _____ (“all the shareholders”) hold the following _____(number of) securities under Folio no. _____ in _____(name of the company) in my/ our name as single holder / joint holder:

Company Name	Folio No.	No. of securities held	Security Certificate No.	Distinctive Nos.	
				From	To
1)					
2)					
3)					

2. I/We _____ further swear / solemnly declare that I/ we am/are applying for issue of duplicate certificate(s) to me/us on the ground that the original security(ies) certificate(s) has/have been misplaced / not found by me/us, despite a diligent search made by me/us in this behalf.

3. I/We _____ further swear /solemnly declare that the said securities are not sold or pledged or deposited by way of security to any person/company.

4. I/We _____ hereby further swear / solemnly declare that if, after the duplicate share certificate(s) is / are issued to us as aforesaid, the original

security(ies) certificate(s) is / are at any time subsequently, found, recovered or traced by us or by anyone on our behalf, then, we unconditionally undertake not to deal with the said original share certificate(s) in any manner whatsoever (whether by physical transfer or dematerialization or as security or pledge) and further unconditionally undertake to promptly surrender the original share certificate(s) to the RTA / Company, for cancellation.

5. I/We

_____ am/are making the above solemn declaration on oath with full knowledge of the fact that in the event the original security (ies) certificate(s) issued is /are found, recovered and traced by me/us and instead of surrendering the same is / are dealt with by me/us as aforesaid, the Company will be at liberty to adopt civil and / or criminal proceedings against me/us for my/our failure to promptly surrender the original security (ies) certificate(s), for cancellation and for breach of my/our solemn declaration and undertaking not to deal with the original security (ies) certificate(s) in any manner whatsoever as aforesaid at my/our entire risk as to cost and consequences.

Signature of all deponents :

X _____

VERIFICATION

We hereby solemnly affirm and state that what is stated herein above is true to our knowledge and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned securities.

Deponent(s) (1) _____ (2) _____ (3) _____

Solemnly affirmed at _____

Signature of the Deponent(s): X _____

Signed before me

Place: _____

Date : _____

X -----

Signature of Notary with Official Seal
of Notary & Regn. No.

INDEMNITY

[For issuance of duplicate securities]

Note: This indemnity is to be executed in the presence of a Public Notary / Gazetted Officer

[To be submitted in non-judicial stamp paper of appropriate value]

I/We, _____
 ___ Son / daughter / spouse / of _____
 residing _____ at _____
 _____ having Permanent Account No (s) _____
 _____ do hereby solemnly affirm and state on oath
 as follows.

1. That I/we, am/are the sole/joint holder/s of the Securities in following folios. I/We request you to issue duplicate certificate(s) for securities, as detailed below in my/our name(s):

Name of the Company	Certificate No.**	Distinctive No.**	Folio No. **	No. and Face value of securities held
1				
2				
3				
4				

**In case of non-availability of Certificate Nos./Distinctive Nos./ Folio nos., security holder shall obtain the same from RTA.

2. That the above securities 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/through inheritance in the year(s)
3. I/We hereby jointly and severally agree and undertake to indemnify and keep indemnified, saved, defended, harmless, the aforesaid (Name of the Company/RTA) and its successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc.,

whatsoever which you may suffer and/or incur by reason of your, at my/our request, issuing the said Duplicate Securities as herein above mentioned, to the undersigned.

IN WITNESS WHEREOF the said 1) Mr. /Ms. _____ (Name and signature of the witness) _____

And 2) Mr. /Ms. _____ Name and signature of the witness _____ #, have hereunto set their respective hands and seals this day of _____

Address of First holder / Applicant :	

Pincode	
Tel. No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email id	_____

Signature of All holder(s) / Applicant(s) :

FOR OFFICE USE ONLY
Signature checked by :

Signed before me

at: _____

on: _____

Signature of Notary / JMFC

Official stamp & seal of the Notary Magistrate/ Notary & Regn. No.:

LETTER

Date _____

From

To

Bharat Petroleum Corporation Limited
 Bharat Bhawan II.
 4 & 6 Currimbhoy RoadBallard
 Estate Mumbai 400 001
 Dear Sir,

Sub : Cost of Advertisement for Duplicate Share Certificate

This is with reference to BPCL's letter ref _____ dated _____ I undertake to bear the cost of publication of notice of loss of share certificate to be issued in the newspaper by BPCL on behalf of us considering the value of shares as mentioned in the following table.

Particulars	Cost of Advertisement to be recovered
Value of Shares up to Rs.5,00,000	NIL
Value of Shares from Rs.5,00,000 to Rs.10,00,000	Rs.2000 per shareholder
Value of Shares above Rs.10,00,000	Rs.3000 per shareholder

Further, in order to minimize the cost of advertisement to be borne individually, I would like to wait for some more time so that two or more investors join for sharing the cost of advertisement.

Thanking you,

Yours faithfully,

Name of the share holder

Signature of the share holder
