

(A) For loss of 1 share of Rs.100/-f.v. and less than 3 shares of Rs.100/- f.v.

OR

For loss of 10 shares of Rs.10/- f.v and less than 3 shares of Rs.10/- f.v.

- i) An affidavit shall be made by the shareholder(s) before a Judicial Magistrate/Notary Public on the lines of the draft available with the Company. Special adhesive stamp worth Rs.100/- shall be affixed on the draft before it is signed. Alternatively, shareholder(s) can also execute the Affidavit on a non-judicial stamp paper of Rs.100/-.
- ii) Agreement of Indemnity shall be executed by the shareholder(s) and by a Surety in the presence of two independent witnesses on the lines of the draft available with the Company. Kindly note to affix special adhesive stamps worth Rs.500/- to the draft before it is signed. Alternatively, shareholder(s) can also execute the Agreement of Indemnity on a non-judicial stamp paper of Rs.500/-.
- iii) Surety Form has to be completed and signed by a person of good financial standing who would be supporting the Agreement of Indemnity as Surety. Documents required pertaining to the said Surety are as follows. (Kindly note that the surety should be an independent person and not an immediate family member):-
 - 1) Self-attested Passport Copy/ Electricity/gas Bill/ Telephone Bill /Aadhar Card
 - 2) Self-attested copy of Pan Card &
 - 3) Certificate from the Bankers on their letter head in regard to the Financial Standing/Credit Rating of the Surety as per the enclosed draft (**Required only if the market value of lost shares is more than Rs.1,00,000/-**).
- iv) If the shareholder(s) is above 80 years of Age, he has to obtain Medical certificate from his doctor on the original letter head of the Doctor bearing his name, registration number, address and other details, certifying the shareholder(s) signatures as signed on the Medical Certificate as well as the shareholder(s) current medical condition. The shareholder(s) has to submit the original Medical Certificate to the Company.

(B) For loss of 4 shares of Rs.100/-f.v.

OR

For loss of 40 shares of Rs.10/- f.v.

- i) An affidavit shall be made by the shareholder(s) before a Judicial Magistrate/Notary Public on the lines of the draft available with the Company. Special adhesive stamps worth Rs.100/- are to be affixed on the draft before it is signed. Alternatively, shareholder(s) can also execute the Affidavit on a non-judicial stamp paper of Rs.100/-.
- ii) Original copy of the police complaint shall be submitted by shareholder(s) in respect of the lost shares. The Police Complaint should contain the following information:

- (a) Folio No. of the shareholder's account;
 - (b) Name of the Company whose shares have been lost
 - (c) Name of the shareholder(s)
 - (d) No. of shares lost and its face value
 - (e) Distinctive Nos. of lost shares and
 - (f) Reasons for loss .How, when & where the shares were lost/stolen
- iii) Agreement of Indemnity to be executed by the shareholder(s) and by a Surety in the presence of two independent witnesses on the lines of the draft available with the Company. Kindly note to affix special adhesive stamps worth Rs.500/- to the draft before it is signed. Alternatively, shareholder(s) can also execute the Agreement of Indemnity on a non-judicial stamp paper of Rs.500/-.
- iv) Surety Form shall be completed and signed by a person of good financial standing who would be supporting the aforesaid Agreement of Indemnity as Surety. Documents required pertaining to the said Surety are as follows. (Kindly note that the surety should be an independent person and not an immediate family member):-
- 1) Self-attested Passport Copy/ Electricity Bill/ Telephone Bill /Aadhar Card
 - 2) Self-attested copy of Pan Card&
 - 3) Certificate from the Bankers on their letter head (in regard to the Financial Standing/Credit Rating of the Surety as per the enclosed draft (to be submitted **if the market value of lost shares is more than Rs.1,00,000/-**).
- v) If the shareholder(s) is above 80 years of Age, then the shareholder(s) has to obtain Medical certificate from his doctor on the Doctor's original letter head bearing his name, registration number, address and other details, certifying the shareholder(s) signatures signed on the Medical Certificate as well as the shareholder(s) current medical condition. The shareholder(s) has to submit the original Medical Certificate to the Company

(C) **For loss of 5 shares of Rs.100 f.v. and less than 49 shares of Rs.100/- f.v.**

OR

For loss of 50 shares of Rs.10/- f.v. and less than 490 shares of Rs.100/- f.v.

- i) An affidavit shall be made by the shareholder(s) before a Judicial Magistrate/Notary Public on the lines of the draft available with the Company. Special adhesive stamps worth Rs.100/- shall be affixed on the draft before it is signed. Alternatively, shareholder(s) can also execute the Affidavit on a non-judicial stamp paper of Rs.100/-.

- ii) Original copy of the police complaint isto be submitted by shareholder(s)in respect of the lost shares. The Police Complaint should contain the following information:
- (g) Folio No. of the share account;
 - (h) Name of the Company
 - (i) Name of the shareholder(s)
 - (j) No. of shares lost and its face value
 - (k) Distinctive Nos. of lost shares and
 - (l) Reasons for loss. How, when & where the shares were lost/stolen
- iii) Advertisement as per the market value of shares as given below.

Market Value of the Lost Shares	Name of the Publication / Newspaper
Upto 1 lakh	No requirement of advertisement
> 1 lakh and upto 3 lakhs	Either in the Maharashtra Government Gazette OR in one widely circulated local newspaper in English.
> 3 lakhs and upto 6 lakhs	In any one of the following English daily newspapers viz., Free Press Journal/Business Standard/Business Times to be published in Maharashtra and in one newspaper in the vernacular language at the place where the shareholder resides/where the share certificates are reported lost.
> 6 lakhs and above	In any one of the following English daily newspapers viz., Times of India/Business Times to be published in Maharashtra and in one newspaper in the vernacular language at the place where the shareholder resides/where the share certificates are reported lost

- iv) Agreement of Indemnity shall be executed by the shareholder(s) and by a Surety in the presence of two independent witnesses on the lines of the draft available with the Company. Kindly note to affix special adhesive stamps worth Rs.500/- to the draft before it is signed. Alternatively, shareholder(s) can also execute the Indemnity on a non-judicial stamp paper of Rs.500/-.
- v) Surety Form shall be completed and signed by a person of good financial standing who would be supporting the aforesaid Agreement of Indemnity as Surety. Documents required pertaining to the said Surety are as follows. (Kindly note that the surety should be an independent person and not an immediate family member):-
- 1) Self-attested Passport Copy/ Electricity/Gas Bill/ Telephone Bill /Aadhar Card
 - 2) Self-attested copy of Pan Card &
 - 3) Certificate from the Bankers on their letter head in regard to the Financial Standing/Credit Rating of the Surety as per the enclosed draft (**if the market value of lost shares is more than Rs.1,00,000/-**).

- vi) If the shareholder(s) is above 80 years of Age, he has to obtain Medical certificate from his doctor on the original letter head with his name, registration number, address and other details, certifying the shareholder(s) signatures as signed on the Medical Certificate as well as the shareholder(s) current medical condition. The shareholder(s) has to submit the original Medical Certificate to the Company.

(D) For loss of 50 shares of Rs.100 f.v. and above
OR

For loss of 500 shares of Rs.10/- f.v. and above

- i) An affidavit shall be made by the shareholder(s) before a Judicial Magistrate/Notary Public on the lines of the draft available with the Company. Special adhesive stamps worth Rs.100/- shall be affixed on the draft before it is signed. Alternatively, shareholder(s) can also execute the Affidavit on a non-judicial stamp paper of Rs.100/-.
- ii) Original copy of the police complaint is to be submitted by shareholder(s) in respect of the lost shares. The Police Complaint should contain the following information:
- (m) Folio No. of the share account;
 - (n) Name of the Company
 - (o) Name of the shareholder(s)
 - (p) No. of shares lost and its face value
 - (q) Distinctive Nos. of lost shares and
 - (r) Reasons for loss. How, when & where the shares were lost/stolen
- iii) Advertisement as per the market value of shares as given below.

Market Value of the Lost Shares	Name of the Publication / Newspaper
Upto 1 lakh	No requirement of advertisement
> 1 lakh and upto 3 lakhs	Either in the Maharashtra Government Gazette OR in one widely circulated local newspaper in English.
> 3 lakhs and upto 6 lakhs	In any one of the following English daily newspapers viz., Free Press Journal/Business Standard/Business Times to be published in Maharashtra and in one newspaper in the vernacular language at the place where the shareholder resides/where the share certificates are reported lost.
> 6 lakhs and above	In any one of the following English daily newspapers viz., Times of India/Business Times to be published in Maharashtra and in one newspaper in the vernacular language at the place where the shareholder resides/where the share certificates are lost

- iv) Agreement of Indemnity shall be executed by the shareholder(s) and by a surety in the presence of two independent witnesses on the lines of the draft available with the Company. Kindly note to affix special adhesive stamps worth Rs.500/- to the draft before it is signed. Alternatively, shareholder(s) can also execute the Agreement of Indemnity on a non-judicial stamp paper of Rs.500/-.
- v) Surety Form to be completed and signed by a person of good financial standing who would be supporting the aforesaid Agreement of Indemnity as Surety. Documents required pertaining to the said Surety are as follows. (Kindly note that the surety should be an independent person and not an immediate family member):-
 - 1) Self-attested Passport Copy/ Electricity/ Gas Bill/ Telephone Bill /Aadhar Card
 - 2) Self-attested copy of Pan Card &
 - 3) Certificate from the Bankers on their letter head (in regard to the Financial Standing/Credit Rating of the Surety as per the enclosed draft **(if the market value of lost shares is more than Rs.1,00,000/-)**).
- vi) If the shareholder(s) is above 80 years of Age, he) has to obtain Medical certificate from his doctor on the original letter head with his name, registration number, address and other details, certifying the shareholder(s) signatures signed on the Medical Certificate as well as the shareholder(s) current medical condition. The shareholder(s) has to submit the original Medical Certificate to the Company.

The Company reserves the right to seek additional documents other than what has been stated above, in specific cases depending upon their nature.