

Following documents shall be submitted with the Company by Applicant(s) as an Application for issue of duplicate share certificates in PHYSICAL FORM:

Sr. No.	Particulars of Documents	Non-Judicial Stamp Paper	Notary	Remarks
1.	Request Letter for issuance of Duplicate Share Certificate(s).	Not Required	Not Required	
2.	Affidavit Cum Undertaking for Duplicate Share Certificate(s).	Required on stamp Paper of Rs 100	Required	
3.	Indemnity Bond for issue of Duplicate Share Certificate(s).	Required on stamp Paper of Rs 500	Required	Must be witnessed by Two Persons.
4.	Original Copy / Translated Copy of FIR / Police Complaint lodged against the Lost / Misplaced / Stolen Share Certificate(s) along with Acknowledgement.	Not Required	Not Required	
5.	Self-Attested Copy of Identification Proof of Applicant(s).	Not Required	Not Required	Identification Proof for Resident of India shall be PAN. Identification Proof for Non-Resident Indian shall be Passport.

REQUEST LETTER FOR ISSUE OF DUPLICATE SHARE CERTIFICATE(S)

Date: __/__/____

To,
Chief Estate Manager,
Seawoods Estates Limited (Company),
Admin Office, NRI Complex, Sector 54, 56, 58, Nerul,
Navi Mumbai – 400706, Maharashtra, India.

SUBJECT: Request to Issue Duplicate Share Certificate(s) for _____ Equity Shares of the Company:

Dear Sir,

Pursuant to the captioned subject matter, I / we _____ do like to inform you that I / we have lost / misplaced share certificate(s) for the below mentioned shares which is standing at my / our name in Register of Member of M/s. Seawoods Estates Limited:

Sr. No.	Folio No	Share Certificate No	Number of Equity Shares	Distinctive No		Name of Applicant
				From	To	
1.						
2.						

I / We are hereby enclosing herewith the following documents to enable the Company to issue the duplicate share certificates:

Sr. No.	Particulars of Documents	Annexures
1.	Affidavit Cum Undertaking for Duplicate Share Certificate(s).	A
2.	Indemnity Bond for issue of Duplicate Share Certificate(s).	B
3.	Original Copy / Translated Copy of FIR / Police Complaint lodged against the Lost / Misplaced / Stolen Share Certificate(s) along with Acknowledgement	C
4.	Self-Attested Copy of Identification Proof of Applicant(s).	D

I / We request you to issue the duplicate share certificate(s) in my / our favor and to take the necessary actions in this regard from your end.

Yours sincerely,

Sole / First Share Holder
Name :

Signature: _____

Contact No :
Email ID :

Joint-1 (2nd Holder)

Name :
Contact No :
Email ID :

Signature: _____

Joint-2 (3rd Holder)

Name :
Contact No :
Email ID :

Signature: _____

AFFIDAVIT CUM UNDERTAKING FOR DUPLICATE SHARE CERTIFICATE(S)

I / We _____ son of _____ aged ___ years and _____ s/o _____ aged ___ years, residing at _____ solemnly affirm and declare as follows:

A. That I / We am / are share-holder(s) of Seawoods Estates Limited (**Company**) and hold Equity Shares of the face value of Rs. 10/- each of the Company, as per the details below:

Sr. No.	Folio No	Share Certificate No	Number of Equity Shares	Distinctive No		Name of Applicant
				From	To	
1.						
2.						

B. That on ___/___/___, the above Shares were:

Sr. No.	Particulars	Tick Yes wherever applicable
1.	Allotted to me / us in Private Placement	
2.	Allotted to me / us in Bonus Issue	
3.	Allotted to me / us in Rights Issue	
4.	Allotted to me / us in Public Issue	
5.	Transferred to me / us	
6.	Transmitted to me / us	

C. That the said share certificate(s) covering the aforesaid shares has / have been lost / misplaced / stolen and it is / they are not in my / our possession.

D. That I / We have searched for share certificate(s) that has been lost / misplaced / stolen, but even after careful and diligent search, I / We have been unable to find out or trace the same.

E. That I / We have lodged an FIR with _____, Police Station located at _____ on ___/___/20__ which was acknowledged but such Police Station on ___/___/20__.

F. That the share certificate(s) lost was / were not accompanied by any blank transfer deed signed by me / us and that I / we have not nor has any person by my / our order in any manner disposed-off, parted with or pledged the said share certificate(s) or assigned my / our interest therein or any part thereof to any person.

G. That I / We hereby swear / solemnly declare that if, after the duplicate share certificate(s) is / are issued to us

as aforesaid, the original share 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 Company, for cancellation.

- H. That I / We am / are making the above solemn declaration on oath with full knowledge of the fact that in the event the Original Share 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 Share Certificate(s), for cancellation and for breach of my / our solemn declaration and undertaking not to deal with the Original Share Certificate(s) in any manner whatsoever as aforesaid at my / our entire risk as to cost and consequences.
- I. I / we therefore request the Company for issue of duplicate share certificate in lieu of Original Share Certificate(s) for the afore-said shares.

Sole / First Share Holder

Name :

Signature: _____

Joint-1 (2nd Holder)

Name :

Signature: _____

Joint-2 (3rd Holder)

Name :

Signature: _____

VERIFICATION

I / We solemnly affirmed that the statements contained above are true to my / our knowledge, information and belief and that nothing has been concealed from being disclosed.

Solemnly declared and affirmed on identification at _____ this _____ Day of _____.

Sole / First Share Holder

Name :

Signature: _____

Joint-1 (2nd Holder)

Name :

Signature: _____

Joint-2 (3rd Holder)

Name :

Signature: _____

INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARE CERTIFICATE(S)

To,
Chief Estate Manager,
Seawoods Estates Limited (Company)
Admin Office, NRI Complex, Sector 54, 56, 58, Nerul,
Navi Mumbai – 400706, Maharashtra, India.

WHEREAS:

I / We _____ son of _____ aged ___ years and
_____ s/o _____ aged ___ years, residing at
_____ hold inter alia _____ Equity Shares of the face value of
Rs. 10/- each in the M/s. Seawoods Estates Limited (Company) as per the details below:

Sr. No.	Folio No	Share Certificate No	Number of Equity Shares	Distinctive No		Name of Holder(s) / Claimant(s)
				From	To	
1.						
2.						

WHEREAS:

The Share Certificate(s) in respect of the said shares has / have been lost / misplaced / stolen and the same are not in my / our possession. I / We declare that the shares in respect of the said certificate(s) were not accompanied by any blank transfer deed signed by me / us and that I / We have not, nor has any person by my / our order in any manner disposed-off, parted with or pledged the said certificate(s) or assigned my/our interest therein or any part thereof to any person. I / We am / are the sole and absolute owner(s) of same as Registered Shareholder(s). I / We undertake to surrender the said certificate(s) to the Company, if and when the same is/are found at later date.

NOW THEREFORE:

I / We approach the Company to issue duplicate(s) share certificate(s) in lieu of Original Share Certificate(s) of said shares.

In consideration of Company having agreed to issue duplicate(s) share certificate(s) for the afore-said shares in my / our name, I / we am / are executing a bond in favor of Company.

Upon the Company, having agreed to issue duplicate(s) share certificate(s) for the afore-said shares, I / We undersigned do hereby Indemnify the Company and bind myself / ourselves, my / our heirs, executors and administrators to pay all claims, charges, costs, damages, demands, expenses, and losses and the increase in the price of share if any at the time of such indemnification, which the said Company / its officers / its consultants may sustain, incur or be liable for in

consequence of having issued duplicate share certificate(s) at my/our above said request. The Company / its officers / its consultants can realize the said claims, charges, costs, damages, demands, expenses and losses from me / us personally or my / our heirs, executors or administrators or my / our properties as the case may be.

I / We hereby unconditionally and irrevocably submit to the exclusive jurisdiction of Competent Court with regard to any question or matter arising out of these present and / or any other documents that may be executed by me / us in pursuance hereby or arising here from.

In witness whereof, I / We signed this _____ Day of _____ at Place _____.

Sole / First Share Holder

Name : Signature: _____

Joint-1 (2nd Holder)

Name : Signature: _____

Joint-2 (3rd Holder)

Name : Signature: _____

Witness No 1

Name :
Contact No :
Email ID :
Address :
Signature: _____

Witness No 2

Name :
Contact No :
Email ID :
Address :
Signature: _____