



SEL/CLR/31/5510/2023

08th, April, 2023

**Process for Issue of Duplicate Share Certificate**

✓ **MANNER OF APPLICATION:**

If the Share Certificate has been lost / misplaced / stolen, the Applicant is requested to send application for issue of Duplicate Share Certificate in **PHYSICAL** at Admin Office of the Company situated at NRI Complex, Sector 54, 56, 58, Nerul, Navi Mumbai – 400706, Maharashtra, India. The **SCAN COPY OF APPLICATION** shall be sent forthwith at [manageradmin@nricomplex.in](mailto:manageradmin@nricomplex.in) and [cem@nricomplex.in](mailto:cem@nricomplex.in).

✓ **APPLICANT:**

1. Applicant(s) would be:

- In case of Sole Shareholding : Sole Shareholder
- In case of Joint Shareholding : All Shareholders

2. Applicant shall be Member of the Company as per Register of Members maintained under Section 88 of Companies Act, 2013 as well as the person whose property at SEL is not Mortgaged with any Bank / Entity / any person.

The Applicant is requested to use Format of **Exhibit – A** for making Application with the Company for issuance of Duplicate Share Certificate.

✓ **IMPORTANT NOTES FOR USING ABOVE FORMAT OF APPLICATION:**

- ✓ Please fill up the details as per documents that you are annexing. Please do not submit below formats as it is.
- ✓ If the applicant is / are illiterate, his / her / their thumb impression must be attested by Notary Public.
- ✓ All documents shall have details of all Registered Shareholders and shall be duly signed by all Registered Shareholders.
- ✓ A Copy of Original FIR must be acknowledged by police station where FIR is lodged along with their official round seal.

✓ **EXCEPTIONAL CASES FOR ISSUANCE OF SHARES IN PHYSICAL FORM:**

Above format of **Application in Exhibit A** can-not be used by Applicant falling under following case:

**Issue of Duplicate Share Certificate Cum Transmission of Shares:** Where Share Certificate of 100 shares and / or 1900 shares have been lost before Transmitting shares in name of Legal Heir(s) but after:





- Death of Shareholder; and
- Registration of Property by CIDCO in name of Legal Heir.

In such exceptional case, the concerned person is required to contact Admin Manager and / or Chief Estate Manager of the Company via Email citing facts of the case along with necessary documents. Requisite guidance including format of application and documents shall be given in that regard.

For further details, please contact **Mr. Ram Krishna Panigrahi, Manager Admin of the Company** at +91 93204 20037.

**For and On Behalf of Seawoods Estates Limited**

**Mrs. Meenakshi Bhalla**  
Director Secretarial

