

## **NIRLON LIMITED**

### **FORMALITIES FOR APPLYING DUPLICATE SHARE CERTIFICATE/S**

#### **Kindly Read Instructions Carefully**

#### **Step 1:**

1. To lodge an **FIR** with the concerned Police Station with respect to the lost/misplaced Share Certificate/s;
2. Provide us a copy of the FIR lodged along with the other documents post completion of all the formalities mentioned below:-
  - (a) To execute an **AFFIDAVIT CUM INDEMNITY** along with annexures (stamp duty INR 600/-)\*;
  - (b) To provide self certified copy of PAN of all shareholder/s under the respective folio;
  - (c) To provide self certified copy of Residential Address proof of all shareholder/s under the respective folio.

#### **Step 2:**

1. To release an advertisement in the Newspapers i.e. one in English Newspaper in English language, and one in Marathi Newspaper in Marathi language having a wide circulation at Mumbai (as the Registered Office of the Company is in Mumbai, Maharashtra, India);
2. To provide us a copy of the said Newspapers cutting to enable us to process the matter further.

#### **Step 3:**

**To send all documents by Speed Post/Registered Post addressed to the Company Secretary at the Registered Office of the Company i.e. Nirlon Limited, Pahadi Village, Off the Western Express Highway, Goregaon (East), Mumbai 400 063.**

**Notes:-**

1. The Shareholder/s may pay stamp duty either by using non-judicial Stamp Paper, or by availing franking facility, or e-stamping facility
2. The value of Stamp Duty to be paid should not be less than as prescribed for Affidavit cum Indemnity as per the Bombay Stamp Act, 1958, (including any amendment thereof) presently the payment of stamp duty on such documents are INR 600/- (i.e. Rs. 100/- for Affidavit and Rs.500/- for Indemnity)
3. \*The Affidavit cum Indemnity shall be executed before Public Notary and shall bear the name, address and seal of the Notary, notary stamp and document should have Notary register serial Number with date
4. Separate formalities for separate Folio

INR.600/-

**AFFIDAVIT CUM INDEMNITY IN FAVOR OF NIRLON LIMITED**  
**(for Issue of Duplicate Share Certificate/s in lieu of lost/misplaced**  
**Original Share Certificate/s)**

I/We,

(1) \_\_\_\_\_ (PAN no.) \_\_\_\_\_ r/o \_\_\_\_\_

(2) \_\_\_\_\_ (PAN no.) \_\_\_\_\_ r/o \_\_\_\_\_

(3) \_\_\_\_\_ (PAN no.) \_\_\_\_\_ r/o \_\_\_\_\_

**[name of the Shareholder/s (the Indemnifier)]** is / are Registered in the Register of Member/s and other books of the Company under the Folio no. \_\_\_\_\_ and holding of \_\_\_\_\_ no. of equity shares of Nirlon Limited [herein after referred to as **“the Company(the Indemnified)”**] along with

Mr./Mrs. \_\_\_\_\_

**(THE SURETY/the Indemnifier)** \* doth hereby solemnly state, declare, confirm and indemnify the Company and its Officer and Directors as under:-

1. That I/We have neither sold, mortgaged, pledged nor parted with possession of the Share Certificate/s or otherwise disposed of the original share certificate/s with respect to \_\_\_\_\_ no. of equity shares under the folio no. \_\_\_\_\_ to any person (**Annexure 1**);
2. That I/We have not applied for duplicate shares in the past under the said folio with respect to the above referred share certificate/s;
3. That I \_\_\_\_\_ as Surety having been satisfied by the representations made to me by the shareholder/s agreed to execute this documents and/or (**Annexure 2**);
4. That the Original Share Certificate/s of the Company with respect to \_\_\_\_\_ no. of equity shares under folio no. \_\_\_\_\_ has/have been lost or misplaced, and the same cannot be found at my/our end till date;

5. That in the event the lost Share Certificate/s, for the shares applied under this document is/are found by me/us, then in that event, the shares certificate/s shall not be used by me/us and the same shall be returned back to the Company forthwith as the same is/are the Company's property;
6. That I/We have lodged an FIR with \_\_\_\_\_ Police Station regarding the above lost/misplaced Original Share Certificate/s with regard to \_\_\_\_\_ no. of equity shares under the folio\_\_\_\_\_ **(Annexure 3)**;
7. That a Public Notice in Newspapers shall be published by us for inviting any claims or objections by any person against issuing the duplicate Share Certificate/s by the Company **(Annexure 4)**;
8. That upon Completion of the formalities at my/our end, the Company **may** issue Duplicate Share Certificate/s;
9. That in consideration of the Company issuing duplicate Share Certificate/s, We, **the Indemnifier**, for ourselves, our respective legal heirs, executors and administrators doth hereby jointly and severally covenant with the Company and its successors, assigns, the Directors and the Key Managerial Personnel **(the Indemnified)** that We, and our legal heirs, executors and administrators respectively shall at all times and from time to time save, defend, keep harmless, indemnify and indemnified the Company and its successors, assigns, the Directors and the Key Managerial Personnel thereof and their respective heirs, executors, and administrators and each of their estates and effects from and against all actions, causes, suits, proceedings, accounts, claims and demands whatsoever on account of the issue of duplicate share certificate/s or any of them or the loss or non – production of the Certificate/s thereof on the part of any person or persons whomsoever and against all damages, costs, charges, and expenses and sums of money incurred in respect thereof or otherwise in relation to the premises, and We undertake on demand by the Company to return and re-deliver such duplicate Share Certificate/s and without such demand to procure and return to the Company the Original Share Certificate/s as and when found or traced and to take all actions, suits and proceedings at our own costs and expenses as the Company shall require for the recovery thereof or otherwise any action that may be in relation to this document.

I/We, solemnly affirm and state that whatever stated in this document is true and to the best of my/ our knowledge and belief.

IN WITNESS WHEREOF, I/WE,  
 (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(the Shareholders/s) jointly with

Mr./Mrs. \_\_\_\_\_ (the

Surety) have hereunto set our respective hands at \_\_\_\_\_ (Place)

on this \_\_\_\_\_ day of \_\_\_\_\_ (Month)

of \_\_\_\_\_ (Year).

\_\_\_\_\_  
Shareholder/s

\_\_\_\_\_  
Surety

\*Name and address of Surety with copy of PAN and Residential Address proof.

\*Notary sign with seal and registered notary serial number.

**Before the Public Notary**

**Annexure 1**

1. Full name of the Shareholder/s	
2. Folio no. & total Number of Share/s held by the Share holder/s	Folio No. _____ No. of _____ equity Shares
3. No of shares in respect of which certificate/s is/are lost	_____no. of equity share/s of the column no. 2
4. When were the share certificate/s lost or found to be missing?	_____ (Kindly specify Approx. month and year)
5. Full statement of the circumstances regarding the loss of the share certificate/s	
6. Were/was any signed Transfer/s Form/s lost with the missing Share Certificate/s? If so, give full particulars and steps taken at your end	
7. Whether the share/s were sold, mortgaged, pledged or otherwise disposed of either or parted with by the shareholder/s, applicant or by any	

<p>other person? If so give full particulars</p>	
<p>8. Was there a diligent search made for the missing Certificate/ s at your end?</p>	
<p>9. I/ We undertake to issue advertisement in newspaper, one in English Newspaper in English Language and one in Marathi Newspaper in Marathi language circulating in Mumbai, Maharashtra, and execution of an Affidavit cum indemnity with surety or sureties</p>	

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of the Shareholder/s

N.B : - The delivery to the Company of this form duly filled in shall not in any way affect the Company's right to refuse the application altogether or to insist on the fulfillment of additional conditions to those stated in column 9 above before granting the application.

## ANNEXURE 2

1. Name in Full (Surety) :
2. Permanent Residential Address :
3. Age :
4. (a) Name & Address of the Company :  
(b) Total Salary and other emoluments received during the year:
5. Details of immovable property owned within Municipal limits:
  - (a) Situation :
  - (b) Value :
  - (c) Annual rent realized :

(Please specify whether the immovable property consists of houses or mere lands)
- 6 (a) Full Name and address of the firm, where the business is carried on :
  - (b) Nature and Value of the Business:
  - (c) Annual turnover:
  - (d) Annual Profits:

Date:

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(Signature of Surety)

N.B: - Please note that Surety should own property absolutely in his own name and not as a member of a joint and undivided Hindu family, or own business absolutely in his own name and not as a partner. **(Please attach a true copy of the Salary slip/Income Tax Certificate)**



**Annexure 4**  
**PUBLIC NOTICE**

NOTICE is hereby given that I/We, \_\_\_\_\_  
presently residing at \_\_\_\_\_,  
being the Shareholder/s of **Nirlon Limited (“the Company”)** with respect to  
\_\_\_\_\_ nos. of equity shares under the Folio no. \_\_\_\_\_. I/We have found  
that \_\_\_\_\_ (no.) Equity Share Certificate/s under the said folio is/are  
lost/misplaced at my/our end for which, I/We have applied to the Company to  
issue duplicate Share Certificate/s in lieu of the original share certificate/s.

Any person having claims or objection for the issue of Duplicate Share  
Certificate/s as aforesaid shall lodge claims or objections with the Company at its  
Registered Office at Pahadi Village, Off the Western Express Highway, Goregaon  
(East), Mumbai 400 063 within 14 days from this date of publication, if no claims or  
objections are received for the same within the said period, then the Company will  
proceed to issue duplicate Share Certificate/s. The original Share Certificate/s shall  
be treated as cancelled once the duplicate share certificate/s is/are issued by the  
Company.

Place:

Date: