

M. Noting of stop transfer

A) In case of loss/misplacement of certificate(s):

1. A request letter duly signed by the 1st registered shareholder, as per the specimen signature recorded with the RTA, intimating loss of shares, for noting a 'Caution Tag', may immediately be sent.
2. Lodge a complaint with the local Police Station. The intimation / Police complaint / FIR should necessarily contain the following details:
 - a. Name of the Issuer Company.
 - b. Your full name, address, as recorded with the RTA
 - c. The Folio no., distinctive number(s), certificate nos. and the total no. of shares, those are lost/missing.
3. Kindly send the above intimation to the RTA along with an acknowledged copy of the Police Complaint / FIR, for advice on further course of action.

B) In case of loss of certificate(s) in postal transit:

For loss of shares in postal transit, a request letter duly signed by the 1st registered shareholder, as per the specimen signature recorded with RTA, intimating that the share certificate has not reached the shareholder and probably lost in transit, to enable the RTA to note ' Caution Tag' against the same.

If the details/documents as mentioned above are correctly provided, the documents to be executed for issue of duplicate certificates, will be sent to your recorded address.

Points to be noted prior to sending of communication to the RTA:

- If you do not know the folio no. / certificate no./ distinctive number(s), of the missing shares, please provide other relevant details such as copy of dividend warrant (if any) / transfer deed (if applicable) / any earlier communication received from RTA for the said shares.
- Request letter for noting of "Caution Tag" is mandatory before we could proceed further for issue of duplicate share certificate.
- If the certificate(s) is/are lost/missing, it is mandatory to submit the acknowledged copy of the Police complaint / FIR.
- Please do not directly download the formats for issue of duplicate share certificate, before receiving confirmation from RTA towards noting of "Caution Tag".
- In case you trace your certificate(s), please inform RTA immediately, vide a letter duly signed by the 1st registered shareholder, as per the specimen signatures registered with the RTA so as to avoid any complexity/delay in future transactions.