

SOP for Issuance of duplicate securities certificates

Ref: SEBI Circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/70 dated May 25,2022

SEBI with an objective to make issuance of duplicate securities more efficient and investor friendly has simplified the procedural norms and documentation. They released the standard formats and the documentation which must be adhered by all the listed companies and RTAs.

The key highlights are:

1. The documentation and formats requirements for issuance of duplicate securities are set based on the value of the shares involved and status. They are:

Sr.	Particulars	Documentation and Formats
1	If the value of the securities is less than ₹. 5 Lakhs on the date of submission of application	<ul style="list-style-type: none">✓ The investor must comply with KYC norms as specified by SEBI Circular dated Nov 03,2021.✓ ISR-4 Form.✓ Submission of Affidavit and Indemnity bond as per the format prescribed by SEBI. <p>Format of Affidavit: Click here & Indemnity: Click here</p>
2	If the value of the securities is more than ₹. 5 Lakhs on the date of submission of application	<ul style="list-style-type: none">✓ The investor must comply with KYC norms as specified by SEBI Circular Nov 03,2021.✓ ISR-4 Form.✓ Copy of FIR like e-FIR/Police complaint/ Court injunction order/copy of plaint necessarily having details of the securities, folio number, distinctive number range and certificate numbers.✓ Issuance of advertisement regarding loss of securities in a widely circulated newspaper.✓ Submission of Affidavit and Indemnity bond as per the format prescribed by SEBI.

		Format of Affidavit: Click here & Indemnity: Click here
3	Procedure for overseas securities holder	✓ The investor must comply with KYC norms as specified by SEBI Circular Nov 03,2021. ✓ Self-declaration of the security certificates lost/misplaced/stolen which shall be duly notarized/apostilled /attested by the Indian Consulate / Embassy in their country of residence, along with self-attested copies of valid passport and overseas address proof. ✓ ISR-4 form. ✓ Issuance of advertisement regarding loss of securities in a widely circulated newspaper. ✓ Submission of Affidavit and Indemnity bond as per the format prescribed by SEBI. Format of Affidavit: Click here & Indemnity: Click here

2. The RTA should help the security holder with the details of Certificate nos./Distinctive nos./Folio nos., if not available, provided signature and address of the security holder matches with the RTA/Listed company's record.
3. The security holder must comply with KYC procedure if RTA/listed company objects or notes any mismatch of signature and address of the holder.