

Loss of Share Certificates

In case of loss of share certificates, what steps one should take to obtain duplicate share certificates?

Immediately on the knowledge of loss of share certificates, one should inform our R& ST Agent, M/s MCS Ltd. The information should contain the details of share certificates so lost, folio no., no. of shares and other relevant particulars. The said information needs to be signed by the first holder as per the specimen signature recorded with PNB Gilts Ltd. The R & ST Agent after checking the details and signatures will mark a cautionary stop on the folio to prevent any further forged transfer of such lost share certificates. On receipt of such request, the R & ST Agent will send the complete procedure of obtaining duplicate share certificates. The procedure will include submission of copy of FIR/complaint lodged, an indemnity and an affidavit

[Click here for format of indemnity](#)

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In the meanwhile, the shareholder should lodge FIR/complaint with the police regarding loss of share certificates.

On receipt of the required documents, the duplicate share certificate will be issued to the shareholder(s) after giving a public notice in the newspaper, provided nobody objects to the same within the time stipulated in the public notice.

In case the share certificates are lost along with the duly signed transfer deed, then how one can proceed to safeguard his interest and for obtaining duplicate share certificates?

Immediately on the knowledge of loss of share certificates along with duly executed transfer deed, one should lodge FIR a complaint inform M/s. MCS Ltd., R& ST Agent. The information should contain the details of share certificates so lost, folio no., no. of shares, Copy of FIR issued by the Police station and other relevant particulars.

The said information needs to be signed by the holder. The R & ST Agent after checking the details and signatures will mark a cautionary stop on the folio to prevent any further transfer of such lost share certificates. On receipt of such request, the R & ST Agent will send the complete procedure of obtaining duplicate share certificates.

What action should be taken in case the share certificates are retrieved by the holder, which were earlier reported as lost?

In such case the retrieved share certificate is surrendered to M/s. MCS Ltd, R& ST Agent immediately if the duplicate share certificates have been issued. However, if the original share certificates are found before one has complied with the procedure for obtaining duplicate share certificate, then the said information be urgently send to M/s MCS Ltd so that the caution marked on those certificates can be removed.