

PROCEDURES & INSTRUCTIONS TO SHARE HOLDERS
(To prepare documentation for issue Duplicate Share Certificates)

[Under Securities and Exchange Board of India (SEBI)(Listing Obligations and Disclosure Requirements) Regulations, 2015 dated 2nd September, 2015 vide Ref. No. SEBI/LAD-NRO/GN/2015-16/013 and SEBI Circular dated May 25, 2022 vide Ref No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/70]

UNIT: SRF LIMITED
(Formerly Known as Shri Ram Fibres Limited)

1. **Form ISR-4 - Request letter for issue of duplicate share certificate**
2. **Indemnity Bond Form B (Rs. 300 stamp paper) & Affidavit Form A (Rs. 100 stamp paper) as per enclosed format duly attested by Notary. Self- attested Photocopies of PAN cards & Address Proofs of both the witnesses to Indemnity Bond.**
3. **Form ISR-1, ISR-2, ISR-3 (Do not wish to Nominate) or Form SH-13 (Nominee Registration) (any one of Form ISR-3 or SH-13) alongwith self-attested copy of PAN card & address proof and cancelled cheque, Client Master List duly stamped by Depository participant & in case of Form SH-13 , self attested copy PAN & Address proof of Nominee**
4. **If the value of securities as on the date of submission of application exceed Rs. 5 lakhs,**
 - A. **a copy of FIR* including e-FIR/Police complaint/Court injunction order/copy of plaint (where the suit filed has been accepted by the Court and Suit No. has been given), mentioning Lost/Misplaced Share Certificate Number, Folio Number, Number of Shares, Distinctive Numbers, Date of Loss of Share Certificate & company details duly acknowledged by your local police station with their official round seal, wherever applicable. An overseas shareholder may provide self-declaration of the share 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.**
 - B. **Newspaper advertisement in One Newspaper (English or Hindi) in Delhi Region for loss of share certificate with complete details of share certificate, i.e. Name of Company, Folio No., Share certificate no., Distinctive No., Name of shareholder, name of claimant (in case of death of shareholder) as per enclosed format.**

Note:

Kindly also note that the documents which needs to be notarized should consists the notary stamp and seal of the notary, date of the notarizing the document and the registration serial number of the notary.

AFFIDAVIT
[For issuance of duplicate securities]

Note: This affidavit is to be executed in the presence of a Public Notary

[To be submitted in non-judicial stamp paper of appropriate value]

I/We, _____ Son / daughter of _____
 _____ residing at _____
 _____, having
 Permanent Account No (s) _____ do hereby solemnly affirm and state
 on oath as follows.

1. That I/We, _____ (“all the shareholders ”) hold the
 following (number of) securities under Folio no. _____ in (name of the company) in my/ our name
 as single holder / joint holder:

Company Name	Folio No.	No. of securities held	Security Certificate No	.Distinctive Nos	
				From	To

2. I/We _____ further swear / solemnly declare
 that I/ we am/are applying for issue of duplicate certificate(s) to me/us on the ground that the original
 security(ies) certificate(s) has/have been misplaced / not found by me/us, despite a diligent
 search made by me/us in that behalf.

3. I/We _____ further swear /solemnly
 declare that the said securities are not sold or pledged or deposited by way of security to any
 person/company.

4. I/ We _____ hereby further swear / solemnly
 declare that if, after the duplicate share certificate(s) is / are issued to us as aforesaid, the
 original security(ies) certificate(s) is / are at any time subsequently, found, recovered or traced
 by us or by anyone on our behalf, then, we Unconditionally undertake not to deal with the said original
 share certificate(s) in any manner whatsoever (whether by physical transfer or dematerialization or
 as security or pledge) and further unconditionally undertake to promptly surrender the original share
 certificate(s) to the Registrar and Transfer Agent / Company, for cancellation.

5. I / We _____ am/are making the above solemn declaration on oath with full knowledge of the fact that in the event the original security (ies) certificate(s) issued is /are found, recovered and traced by me/us and instead of surrendering the same is / are dealt with by me/us as aforesaid, the Company will be at liberty to adopt civil and / or criminal proceedings against me/us for my/our failure to promptly surrender the original security (ies) certificate(s), for cancellation and for breach of my/our solemn declaration and undertaking not to deal with the original security (ies) certificate(s) in any manner whatsoever as aforesaid at my/our entire risk as to cost and consequences.

Signature of all deponents:

X _____

VERIFICATION

We hereby solemnly affirm and state that what is stated herein above is true to our knowledge and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned securities.

Deponent(s)

_____ (1)
_____ (2)
_____ (3)

INDEMNITY

[For issuance of duplicate securities]

Note: This indemnity is to be executed in the presence of a Public Notary / Gazetted Officer

[To be submitted in non-judicial stamp paper of appropriate value]

I/We, _____ Son / daughter / spouse / of _____ residing at _____ having Permanent Account No (s) _____ do hereby solemnly affirm and state on oath as follows.

1. That I/we, am/are the sole/joint holder/s of the Securities in following folios. I/We request you to issue duplicate certificate(s) for securities, as detailed below in my/our name(s):

Name of the Company	Certificate No.**	Distinctive No.**	Folio No. **	No. and Face value of securities held
1				
2				
3				
4				

**In case of non-availability of Certificate Nos./Distinctive Nos./ Folio nos., security holder shall obtain the same from RTA.

2. That the above securities were acquired by me/us for valuable consideration out of my/our own investment/funds against allotment in Public Issue/allotment in Right Issue or acquired from the market/through inheritance in the year(s)
3. I/We hereby jointly and severally agree and undertake to indemnify and keep indemnified, saved, defended, harmless, the aforesaid (Name of the Company/RTA) and its successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which you may suffer and/or incur by

reason of your, at my/our request, issuing the said Duplicate Securities as herein above mentioned, to the undersigned.

IN WITNESS WHEREOF the said 1) Mr. /Ms. _____ (Name and signature of the witness)

And 2) Mr. /Ms. _____ Name and signature of the witness _____
#, have hereunto set their respective hands and seals this day of _____

Address of First holder / Applicant :	

Pincode	
Tel. No.	_____
Email id	_____
Date	_____
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Signature of All holder(s) / Applicant(s) :

FOR OFFICE USE ONLY
Signature checked by :

Signed before me

at: _____

on: _____

Signature of Notary / JMFC

Official stamp & seal of the Notary Magistrate/ Notary & Regn. No.:

Newspaper Advertisement Format

PUBLIC NOTICE

Notice is hereby given that the Certificate(s) for the under mentioned Equity Shares of SRF Limited, Regd. Office: The Galleria, DLF Mayur Vihar, Unit No. 236 & 237, 2nd Floor, Mayur Vihar Place, Noida Link Road, Mayur Vihar Phase I Extn, Delhi – 110091, Corporate Office: Block-C, Sector 45, Gurugram, Haryana- 122 003, have been lost / misplaced and the holder(s) / purchaser(s) of the said Equity Shares have applied to the Company to issue duplicate Share Certificate(s). Any person who has a claim in respect of the said Shares should lodge the same with the Company at its Corporate Office within 15 days from this date else the Company will proceed to issue duplicate certificate(s)/Letter of Confirmation to the aforesaid applicants without any further intimation.

Folio No.	Name of Shareholder	No of Shares	Distinctive Nos.		Certificate Nos.	
			From	To	From	To
Total						

SHAREHOLDER NAME

Dated:

Name of Company: SRF Limited,