

| | |
|-----------------------------------|--|
| Certificate numbers | |
| Distinctive numbers | |
| Number & Face value of securities | |

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- I. Duplicate securities certificate
- II. Claim from Unclaimed Suspense Account

| | |
|--------------------|----------------------------|
| Securities claimed | (in numbers) (in words) |
|--------------------|----------------------------|

- III. Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV. Endorsement
- V. Sub-division / Splitting of securities certificate
- VI. Consolidation of securities certificate/Folios
- VII. Transmission
- VIII. Transposition

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

| | Security Holder 1 / Claimant | Security Holder 2 | Security Holder 3 |
|--------------|------------------------------|-------------------|-------------------|
| Signature | ✓ | ✓ | ✓ |
| Name | ✓ | ✓ | ✓ |
| Full address | ✓ | | |
| PIN | ✓ □ □ □ □ □ □ □ □ | □ □ □ □ | □ □ □ □ |

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.