

Date :

To,
M/s. Hindustan Petroleum Corporation Ltd.
Mumbai

Dear Sir,

Sub : Issuance of Duplicate share certificate for folio no. _____

I/We hereby confirm that I/we are the bonafide owner of _____ shares issued by M/s. Hindustan Petroleum Corporation Limited as per the details mentioned below :

Folio no.	Cert. No.	Shares	Name of the holder
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I/We have never sold these share to any one or had given any instruction to the company for making non transfer of these share due to any dispute arising out any Legal matters or any other dispute,

We therefore, request you to kindly remove the stop transfer instruction and demat our shares as soon as possible.

Signature of first holder

Signature of joint holder

FORMAT OF INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARE CERTIFICATE[S]

(Please type this indemnity bond after carefully reading the notes mentioned below the format)

To,
The Company Secretary,
(Name of the Company)
Address of the Company

WHEREAS

I/We, (name of the applicant(s), hold (Number of shares) equity shares bearing distinctive numbers from _____ to _____ of the face value of Rs. ___/- each and on which Rs. ___/- per share is paid . The shares of the following description are standing in my/our name in the Register of Members of the (name of the company).

Folio No.	Certificate Nos.	Distinctive Nos.	Shares covered in each certificate
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WHEREAS

The share certificate(s) No(s). _____ in respect of the above shares has/have been lost or mislaid and is/are not traceable. I/We declare that the said share certificate(s) was/were not accompanied by any blank transfer deed signed by me/us and that I/We have not, nor has any person by my/our order disposed off, parted with or pledged / deposited by way of security the said share certificate(s) or assigned my/our interest therein or any part have neither been sold or transferred to anybody by me/us and I/We am/are entitled to the custody of the share certificate(s) of title relating to such shares as I/We am/are the absolute owners of the same as registered shareholder(s). I/We undertake to surrender the said share certificate(s) to the company if and when the same is/are found at a later date.

NOW THEREFORE :

I/We, (name of the shareholder(s) aged ___ years, an Indian Inhabitant / NRI presently residing at (address of the shareholder/s) approach the Company to issue duplicate share certificate(s) in lieu of the original shares covered under Folio No. _____ and bearing Certificate No(s). _____ held by me/us.

In consideration of the Company having agreed to issue duplicate share certificates for the aforesaid shares in my/our name, I/we am/are executing a bond in favour of the Company.

Upon the Company, having agreed to issue duplicate share certificates for the aforesaid shares, I/We the undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

I/We hereby unconditionally and irrevocably submit to the exclusive jurisdiction of the Competent Court / Forum in Mumbai, with regard to any question or matter arising out of these present and/or any other documents that may be executed by me/us in pursuance hereby or arising here from.

IN WITNESS WHEREOF I/We, the applicant(s) herein has/have signed and set my/our hands on this ____ day of _____ 20__.

Name and address of the Shareholder(s)	Signature of the Shareholder(s)
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- 1.
- 2.
- 3.

Name and address of Witness	Signature of the Witness
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- 1.
- 2.

Place ;
Date :

SURETY

We, (name of the surety No.1) aged ___ years, an Indian Inhabitant / NRI presently residing at (residential address of Surety No.1) and having business address at (official address of Surety No.1), having PAN No. _____ and (name of the surety No.2) aged ___ years, residing at (residential address of Surety No.2) and having business address at (official address of Surety No.2), having PAN No. _____

the undersigned, certify that the above facts are true to the best of our knowledge. We bind ourselves sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the Company, its successors and assigns its estate and effects and its directors, manager, secretary and shareholders may sustain, incur or be liable for in consequence of complying with the request contained above and the Company, its successors, assigns, directors, manager, secretary and shareholders will be entitled to realise all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date:

Name and Address of the Surety

Signature of the Surety

1.

2.

Name and Address of the Witness

Signature of the Witness

1.

2.

NOTES:

1. Indemnity Bond should be on Non-Judicial stamp paper of **Rs.500/-**.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. Indemnity Bond should be witnessed by two persons.
4. Two sureties are required to be furnished
5. Witness and Surety have to be different individuals.
6. Each Surety has to attach attested copy of his PAN Card and Form 16 of the latest financial year and attested copy of his proof of identification viz. Ration Card, Election Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc.
7. Indemnity Bond should be attested by Notary

FORMAT OF AFFIDAVIT FOR VERIFYING THE LOSS OF SHARE CERTIFICATES FOR ISSUING DUPLICATE SHARE CERTIFICATE[S]

(Please type this Affidavit after carefully reading the notes mentioned below the format)

AFFIDAVIT

I, _____, son/daughter/spouse of _____ aged _____, an Indian Inhabitant / NRI presently residing at _____, do hereby solemnly affirm and declare as under:

1. That I/We, Shri/Smt. (Name of the shareholder/s), am holding _____ equity shares in (the name of the company) covered under Folio No. _____ and Share Certificate No(s). _____, bearing Distinctive Nos. _____ to _____ of the face value of Rs. ___/- each as detailed below:-

Folio No.	Certificate Nos.	Distinctive Nos.	Shares covered in each certificate
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2. That Shri/Smt. (name of the shareholder) has not sold, transferred, pledged or otherwise disposed off the said shares.

3. That the share certificate No(s). _____ of the said shares has/ have been lost or mislaid and is not in my/our possession.

4. I/We have searched or caused searches to be made for the said share certificate(s), but even after careful and diligent search, I /We have been unable to find out or trace the same.

5. Since the said share certificate(s) was / were issued, I /We have not sold, mortgaged, pledged or otherwise encumbered or disposed of the said shares or parted with the possession of the said share certificates in any manner and the said shares is / are my/ our absolute property to the best of my/ our knowledge and belief, the said certificate(s) has/ have either been lost or been accidentally destroyed. In case at any time I / We find the said Share Certificate(s) or any of them I /We shall immediately handover the same to the Company.

6. I have already executed indemnity bond for issuing duplicate share certificate(s) in lieu of the original share certificates for the aforesaid shares held by me/us.

7. I therefore request the (Name of the Company) to issue duplicate share certificate(s) in lieu of the original share certificate(s) for the aforesaid shares

I am executing this declaration to be submitted to the concerned authorities of the Company.

VERIFICATION

I hereby state that whatever is stated herein above are true to the best of my knowledge.

Solemnly affirmed at _____)

On this ____ day of _____ 20) (Signature of the Applicant/s)
Deponent

Identified by me

Before Me

Advocate

S.E.O./ Oaths Commissioner/Notary

NOTES:

1. Affidavit should be on Non-Judicial stamp paper of **Rs.100/-**.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. Affidavit should be notarized or attested by S.E.O/Oaths Commissioner.

Confirmation of Signature of shareholder by the Banker with their official Rubber Stamp Giving the Full address and the Employee Code number of the official signing this form

1. Name of the Bank :
2. Full Address of the Bank :
3. STD Code/Telephone No :
4. Type of Account : **Current / SB / HUF / O/D / Others**
5. Name of Account Holder[s]: 1)
2)
3)

6. Address of Account Holder[s] As recorded with the Bank

7. Account Number :

8. Signature of the Holder/s 1)

2)

3)

Place: Date:

Signature Verified as recorded with the Bank

(Sign) _____
(Bank Manager)

Rubber Stamp of the Bank

Employee Code No.
Address: