

A. Mandatory Documents /details required for processing all service request:)

Date : / /

(Tick [✓] wherever applicable

I / We are submitting the following documents / details and undertake to submit to the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

I / We, request you for the following (Please tick [✓] the relevant box for requested service type).

Attach all the supporting documents. [Refer Instructions Overleaf.]

<input type="checkbox"/> 1	Issue of Duplicate Certificate.	<input type="checkbox"/> 2	Claim from Unclaimed Suspense Account	<input type="checkbox"/> 3	Replacement /Renewal/ Exchange of Crtf
<input type="checkbox"/> 4	Endorsement	<input type="checkbox"/> 5	Sub-division / Splitting of securities certificate	<input type="checkbox"/> 6	Consolidation of Folios
<input type="checkbox"/> 7	Consolidation of Securities Certificate	<input type="checkbox"/> 8	Transposition (Mention New order of holders)	<input type="checkbox"/> *	

*** Provide / Attach Original Securities Certificate(s) for request for item numbers 3 to 8 above**

B. I/We are enclosing certificate(s) as detailed below:

Name of the Issuer Company :				Folio :		
Face value of Securities held :			Number of Securities: Held / Claimed []			
Certificate Nos	Start- Certificate-Num	End- Certificate-Num	Distinctive Nos	Start-Distinctive-Num	End-Distinctive-Num	No of Securities

Kindly attach separate sheet as per above block, for information pertain to additional certificate numbers, if any:

Contact details of the First Claimant:

Mobile No. (+91)	Tel. No. STD -
Email Address:	

C. Name(s) of the Securities Holder(s):

Full Name as per Securities Certificate. [Mention Full Name in Capital]	PAN *
1.	
2.	
3.	
4.	

In case of Transposition (mention the new order of the holders here)

To be Transposed in Favour of. [Mention Full Name in Capital]	PAN *
1.	
2.	
3.	
4.	

Note * Provide self attested copies of PAN,

Demat Account **	NSDL [IN- -] CDSL - [-]
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**** Provide latest Client Master List (CML) of your Demat Account, provided by the Depository Participant, if available.**

<input type="checkbox"/> Nomination Form-SH-13	<input type="checkbox"/> I/We Do Not wish to make a Nomination. Use Form ISR-3 to Opt Out
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Bank Account Details of the First-Holder/Claimant:

Bank Name :	
Account No:	11-digit IFSC:
A/c. Type (✓) <input type="checkbox"/> SB <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> FCNR	9-digit MICR No:
Name of Bank Branch :	
City:	PIN:

Please attach & tick [✓] ☐ First claimant's (Cancelled cheque with name printed OR ☐ Bank Statement/Passbook), duly attested by the Bank Manager.

Declaration: ☐ All the above facts and documents as enclosed are true and correct, and I/We authorise the RTA to update the same.

	First Holder/ Claimant	Joint Holder –1/ Claimant	Joint Holder –2/ Claimant	Joint Holder–3/Claimant
Signature				
Name				
Address				
PIN				

Note: If your Folio is not KYC compliant, it is recommended to fill Nomination & Bank info details with the supporting documents such as **Form ISR-1, ISR-2, Form SH-13 / ISR-3** along with this form.

I/We are submitting documents as per Table below (tick [✓] as relevant, Refer to the instructions/Remark):

No	✓	Document/Information/Details	Instruction/Remark
1	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)/Legal claimants]	PAN copies of all the holder(s)/claimants duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2023, or any date as may be specified by the CBDT.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3		Proof of Address of the first Holder (Only if there is Change of Address)	<p>In case your Folio is not KYC compliant, provide self attested copy of any ONE of the documents, issued by a Govt. Authority.</p> <ul style="list-style-type: none"><input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by the Depository Participant.<input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill*<input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.<input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.<input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.<input type="checkbox"/> The proof of address in the name of the spouse* <p>* Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant.</p>
4	<input type="checkbox"/>	Bank details	Provide Original cancelled cheque leaf bearing the name of the first holder/claimant OR the latest copy of the bank statement with details of bank name, branch, account number and IFSC, duly attested by the Bank Manager. In case these documents are not provided, the details available in the CML will be updated in the folio.
5	<input type="checkbox"/>	E-mail address	As mentioned, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	<input type="checkbox"/>	Mobile	As mentioned, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	<input type="checkbox"/>	Specimen Signature	Provide Banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder/claimant.
8	<input type="checkbox"/>	Nomination	<ul style="list-style-type: none"><input type="checkbox"/> Form SH-13 For First Time Nomination<input type="checkbox"/> Form ISR-3 To "OPT-Out" of Nomination OR if No-Nomination is required
9	<input type="checkbox"/>	Procedure & Forms for Issue of Duplicate	Click to Download –Procedure for Issue of Duplicate Securities Certificate(s) Click to Download -Formats of Affidavit & Indemnity
10	<input type="checkbox"/>	Procedure & Forms for Transposition / Name Deletion	Click to Download –Procedure and Forms for Transposition or Name Deletion Click to Download -Application for Transposition & Name Deletion
11	<input type="checkbox"/>	Claim of Securities from Unclaimed Suspense Account	In addition to the documents mentioned in SR. No 1 to 8 above, request you to submit this duly completed Form ISR-4, bearing the signatures of all the registered holder(s) as mentioned in this form.
12	<input type="checkbox"/>	Endorsement /Consolidation of Securities/ Sub-Division / Splitting of Securities Certificate / Replacement or Renewal or Exchange of certificates / Consolidation of Folio(s)	In addition to the documents mentioned in SR. No 1 to 8 above, request you to submit this duly completed Form ISR-4, bearing the signatures of all the registered holder(s) as mentioned in this form. Attach the original certificate(s) as per the requested service type.

Note: All the above forms are also available on our website <https://www.linkintime.co.in>.

After processing the service request, we 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.