

Procedure for Issue of duplicate share certificate(s). BOI

Documents required :

1. Questionnaire form (Marked "Q")
2. An executed Indemnity agreement on Rs.500/- (Marked "I")
3. Affidavit on Rs.100/- (Marked "A")
4. Surety form (Marked "S") (if more than 200 shares)
5. Original FIR or complaint lodged with local police station for the lost/stolen/theft share certificates mentioning folio, certificate number and distinctive number details of the shares, duly Notarised.
6. DD in favour of Bank of India payable at Mumbai for Rs. 1225/- towards advertisement in news paper, if 400 & above shares.
7. Self- attested copy of PAN card of all shareholders & witnesses.
8. Self- attested copy of Telephone/Electricity bill (not older than 3 months)/ & Voter ID of all shareholders & witnesses.
9. Signature attested by bank manager under his / her official stamp & seal with name, employee code & phone number of bank.
10. Cancelled cheque.
- 11. True certificated copy of death certificate (if name deletion).**
- 12. In case of Company, Banks & FIs, True certified copy of Memorandum, Articles of Association and Board Resolution having a list of authorized signatories with their specimen signature.**
- 13. In case of foreign shareholder, copy(s) of Passport attested by Consular / Embassy/ Competent Authority & RBI permission**

Note :

1_Please be informed that the procedure for obtaining duplicate share certificate(s) is rather costly and time consuming. We would therefore request you, in your own interest, to make a thorough and careful search for the missing share certificate(s) at your end and confirm. However on receipt of the documents executed as above and found in order, the same will be placed before the Board of Directors of the Bank for its approval, provided no claim has been received against the said shares/debentures/bonds. Normally the time taken for issue of duplicate certificates is 45 days from the date of Lodgment.

2_Complete details of shares lost i.e. Name of all the registered holders, Folio number, Certificate numbers, Distinctive numbers and number of Shares must be mentioned in Indemnity, Affidavit, Police complaint & Advertisement. In case you do not have the details, kindly write to us in this regards.

3_Name and registered office address of Company must be present at relevant places.

4_Before proceeding further with the compliance of formalities for issue of duplicate Share certificates,you may please be sure that the said shares have not been sold by you in the past. It may happen that the Share Certificates standing in your name have been sold in the past but not lodged for registration of transfer by the respective buyer and the shares are still standing in your name

SPECIAL INSTRUCTIONS

QUESTIONNAIRE FORM 'Q'

- (a) All application forms for issue of duplicate certificate/s must be signed by the person/s whose name/s are presently registered with the bank as holders of the shares.
- (b) Where the loss does not pertain to the entire holding in the ledger Folio, kindly quote the Distinctive Numbers of certificate/s in your possession to enable the Registrars to determine and convey to you the distinctive numbers of the lost certificate/s.
- (c) In case certificate/s is / are lost together with duly signed / executed transfer deed/s, the bank may undertake to issue duplicate certificate/s only after lost transfer deeds have become time barred.
- (d) In case lost certificate/s stand in sole name of a deceased holder, the heirs must establish his / their title to the shares on production of Succession. Documents before procedure for issue of duplicate is undertaken.
- (e) In case certificate is lost by transferee with signed transfer deed before lodgement / registration in name of the transferee then the applicant will have to furnish contract Note, etc. to substantiate the purchase of the Security/ies.

AFFIDAVIT - 'A' & INDEMNITY - 'I'

- (f) Affidavit / indemnity may be affixed with special Adhesive Stamps of the text may be reproduced on Non-Judicial Stamp Paper.
- (g) Signature/s must be attested only by a First Class or stipendiary Magistrate / Notary Public.
- (h) Full Name / Address (and Regn. No.) of the official must be mentioned.
- (i) Indemnity must be signed by applicant/s as well as Surety.

SURETY FORM - 'S'

- (j) The financial Standing of the proposed Surety must be commensurate with the market value of the lost security/ies.
- (k) Surety form must also be signed by Bank Manager / Notary Public in affirmation of the details mentioned therein.

ADDITIONAL INSTRUCTIONS

- 1) In the case of Issuance of duplicate certificate for shares upto 200 the indemnity (i) need not be executed by a surety. Also surety form(s) need not be obtained in such cases.
- 2) With a view to keeping the cost to the investor low, witnessing of indemnity by a First Class Magistrate/ Notary may not be insisted upon and the same may be done by a branch official (under his code). Similarly, the surety form may be signed by a branch official and affirmation of the details mentioned therein by a Notary Public may not be insisted upon.
- 3) In case of theft / loss of share certificate a copy of the FIR lodged with the Police is to be enclosed. The same should be verified by a branch official.
- 4) **Shareholder having Shares 400 and above has to send Demand Draft for Rs. 1225 /- favouring Bank of India, payable at Mumbai towards cost of publication of advertisement in newspapers.**

QUESTIONNAIRE FORM

Form to be filled in by applicant(s) for issue of duplicate certificate(s) in respect of shares for which original certificate(s) is / are lost

BANK OF INDIA

1. Full name of holder & joint holder(s), if any (fill in identical Order)

2. Number of shares held for which duplicate certificate(s) is / are being sought Folio No. _____

3. Distinctive number of the shares in respect of which certificate(s) is / are lost must tally with no. given in item 2)

4. When and how did the holder(s) acquire the shares in respect of which certificate(s) is / are lost? (Quote atleast approx date / period)

5. When and where were the certificate(s) lost or found to be missing (Quote atleast approx date / period)

6. Full statement of the circumstances regarding loss of the above Certificate(s)

7. Were any signed transfer form(s) accompanying the lost certificate(s) ? if so give full particulars of the transactions If your answer is YES you must furnish the Bank with a Prohibitory Order from a competent court to stop transfer of shares in the name(s) of any other person(s)

8. Were these shares sold / mortgaged / pledged or otherwise disposed of either by the holder / applicant or by any other person? if so give full particulars of transactions. In case answer to 7 above is YES Attach document(s) in support of your statement.

9. Was diligent search made for the missing certificate(s) ?

10. If the Bank is prepared to issue duplicate certificate(s), is / are applicant(s) prepared to fulfill the conditions preliminary to the issue of duplicate certificate(s) viz
a. Advertisement in newspaper
b. Execution of Indemnity with approved surety/ies ?

For Office Use Only

Signature Checked by

Present Address

PIN

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- 1) _____
- 2) _____
- 3) _____

Signature(s) of the applicant(s)

Phone NO. _____

Mobile No. _____

E-mail ID. _____

Before
Signing
Affix
Rs.100/-
Special
Adhesive
Stamp Here

AFFIDAVIT

I/We _____
[Full name(s) of holder(s) / applicant(s)]

_____ solemnly affirm
and say that what is stated in answer to the questions on the form of the reverse and marked "Q" is true to my/
our knowledge

Dated _____

1) _____

2) _____

3) _____

Signature(s) of the applicant(s)

Solemnly affirmed at _____ on the _____

day of _____ 200 . _____

Full Name and : _____

Signed in the presence of

Address of _____

Magistrate _____

Notary _____

(Signature of Magistrate / Notary)

Regn. No. _____

Use space below to affix

Notarial / Court Fee Stamps	Office seal of Magistrate / Notary
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N.S. : The delivery to the Bank of this form duly filled in shall not in any way affect the Bank's right to refuse. the application altogether or to insist on the fulfillment of additional conditions of those stated in column 10 of the questionnaire form.

Before
Signing
Affix
Rs 500/-
Special
Adhesive
Stamp Here

To be stamped as an agreement
LETTER OF INDEMNITY

To : **BANK OF INDIA**
Head Office: Star House, C - 5, 'G' Block,
Bandra - Kurla Complex, Bandra (E), Mumbai - 400 051.

WHEREAS

(1) I/We _____
[Name(s) of holder(s) / applicant(s)]

_____ is / are
the holder of _____ Shares
bearing Distinctive Nos. _____
of Bank of India.

(2) It has been stated to the bank that the certificate(s) of the said shares has / have been lost / misplaced
and the same cannot be found .

(3) I/We _____

has / have applied to the Bank for duplicate certificate(s). In consideration of the Bank issuing such
duplicate Certificate(s)

I/We* _____

and* (Name of the Surety) _____

for ourselves, our respective heirs, executors and administrators do hereby jointly and severally convenient with the
Bank, for ourselves, our respective heirs, executors and administrators respectively will at all times and from time its
suceessors and assignee that we and our heirs, executors and administrators and their and each of their estates and
effects from and against all actions, causes, suits, proceedings, accounts, Claims and demands whatsoever on account
of the said shares or any or them or the loss on non-production of the Certificate(s) thereof on the part of any person
or person(s) whomsoever and against all damages, costs, charges, expenses and sums of money incurred in respect
thereof or otherwise in relation to the premises and I/We the said _____

and _____

undertake on demand by the Bank to return and re-deliver such duplicate Certificate(s) and without such demand to
produce and return to the Bank the original Certificate(s) when found or traced and to take all actions, suits and
proceedings, at our own cost as the Bank shall require for the recovery thereof or otherwise in relation to the premises.

Date this _____ day of _____ 20
(Date) (Month)

1) _____

2) _____

3) _____

Signature of witness
(signed by a Bank official
under his code no. & seal)

Signature(s) of holder(s) / applicant(s)

Signature of Surety

Surety Form 'S'

Name of the Shareholder/s : _____

1) Name in full of surety : _____
(Surname) (Name) (Middle Name)

Son of _____

2) Date of Birth : _____ 3) Age : _____

4) Permanent Residential Address : _____

Pin Code : _____

Phone No. : _____ Mobile No. : _____

5) Details of Passport held, if any : _____

i) Number _____ ii) Date of Issue _____

iii) Date of Expiry _____ iv) Issuing Authority _____

6) Occupation: Service/Business/Self employed

a) If employed, details about the employment : _____

Name & Address of the employer : _____

Pin Code : _____ Tel No. : _____ Fax No. : _____

Employed since _____ Designation _____

Gross Monthly Salary : Rs. _____ Net Take Home Salary Rs. _____

Income Tax payer: Yes/No. If yes, PAN No. : _____

b) If having business/self-employed, details about the same : _____

Nature of business/self-employed activity : _____

Type of organisation : Proprietary/Partnership _____

Since _____

Business address : _____

Pin Code : _____ Tel No. : _____ Fax No. : _____

Gross/Net Annual Income : Gross Rs. _____ Net Rs. _____

Income-tax payer: Yes/No. If yes, PAN No. _____

7) Position of Assets and Liabilities : as on

Details of assets/savings (Rs.)

Details of liabilities/dues (Rs.)

i) LIC policies : _____

i) Dues to banks _____

ii) Deposit with banks : _____

iii) Deposit others : _____

iv) NSC/PPF/KVP : _____

v) Shares/Debentures/Units : _____

vi) Land/Building/House : _____

ii) Others _____

(Full address with Serial No. /Municipal/ Panchyat

Building No. : _____

vii) Car : _____

viii) Gold & Silver/Jewellery : _____

ix) Other assets : _____

Total assets : _____

Total liabilities : _____

8) Net Worth: Rs. _____

I hereby declare that I am agreeable to stand as surety to Mr./Mrs./Ms.

Yours faithfully,

Signature of the Surety _____

Place :

Date :

Signed in the presence of

Address of Bank Manager / Notary Public

Bank Manager / Notary Public

(Under his Code No.)