



FAQs Loss of Share Certificate

In case of loss of share certificates, what steps one should take to obtain duplicate share certificates?

Immediately on the knowledge of loss of share certificates, one should inform M/s. Link Intime India Private Limited, R& ST Agent at A-40 ,2nd floor, New Delhi , –110028,. The information should contain the details of share certificates so lost, folio no., no. of shares and other relevant particulars. The said information needs to be signed by the first holder as per the specimen signature recorded with Fortis Healthcare Limited. The R & ST Agent after checking the details and signatures will mark a cautionary stop on the folio to prevent any further transfer of such lost share certificates. On receipt of such request, the R & ST Agent will send the complete procedure of obtaining duplicate share certificates.

In the meanwhile, one should lodge a complaint with the police regarding loss of share certificates.

In case the share certificates are lost along with the duly signed transfer deed, then how one can proceed to safeguard his interest and for obtaining duplicate share certificates?

Immediately on the knowledge of loss of share certificates along with duly executed transfer deed, one should inform M/s. Link Intime India Private Limited, R& ST Agent at A-40,2nd floor, New, Naraina Industrial Area, Phase-2, Near Batra Banquet Hall, Delhi –110028,. The information should contain the details of share certificates so lost, folio no., no. of shares, Copy of FIR issued by the Police station and other relevant particulars.

The said information needs to be signed by the holder. The Company after checking the details and signatures will mark a cautionary stop on the folio to prevent any further transfer of such lost share certificates. On receipt of such request, the R & ST Agent will send the complete procedure of obtaining duplicate share certificates.

In the meanwhile, one should lodge a complaint with the police regarding loss of share certificates.

What action should be taken in case the share certificates are retrieved by the holder, which were earlier reported as lost?

In such case the retrieved share certificate is surrendered to M/s Link Intime India Private Limited, R& ST Agent at A-40, 2nd floor, Naraina Industrial Area,Phase-2, Near Batra Banquet Hall, New Delhi -110028, immediately if the duplicate share certificates have been issued. However, if the original share certificates are found before one has complied with the procedure for obtaining duplicate share certificate, then the said information be urgently send to to Link Intime India Private Limited, R& ST Agent so that the caution marked on those certificates can be removed.