

**KINDLY ENSURE THE FOLLOWING INSTRUCTIONS WHILE EXECUTING FORMALITIES
FOR ISSUE OF DUPLICATE SHARE CERTIFICATES.
(FOR HOLDERS IN DUE COURSE/BUYER)**

1. Kindly execute and forward us an Indemnity agreement and an affidavit on Non-judicial Stamp paper (NJSP's) or affix special adhesive stamps (SAS) along with two surety forms duly filled in and signed by two different sureties as per the enclosed format.
 - A. Indemnity agreement on Rs.100/- stamp paper
 - B. Affidavit on Rs. 20/- stamp paper
2. The NJSP's should be purchased in the name of first registered holder.
3. If adhesive stamps are affixed, the issuing authority under their official seal should cancel the same.
4. Separate Indemnity and affidavit should be executed for two or more folios having joint names in different order.
5. Execution dates on Indemnity and affidavit should be after the date of purchase of NJSP/SAS's and the same within 6 months from date of purchase.
6. Names, addresses and signatures of the different witnesses should be furnished on the Indemnity and the witnesses should be other than registered holders and sureties.
7. The signatures of the all registered holders, including joint holders(s), if any, appear on the indemnity and affidavit should be tallied with the specimen recorded with the Company.
8. Names, addresses and signatures of the two sureties who have signed on the surety forms should also sign on the Indemnity.
9. Registered holders / joint holder (s) who are executing Indemnity should not sign as sureties or witnesses.
10. Corrections made on the Indemnity and affidavit should be authenticated (signature at the place of correction) by the registered holder(s).
11. The duly executed Indemnity bond should be attested by first class / special Executive Magistrate under their official seal.
12. Forward us a copy of FIR or complaint lodged with local police station for the lost/stolen/theft share certificates mentioning details of the shares line certificate no. / distinctive nos. , no. of shares and if Xerox of FIR is enclosed the same should be attested. Please note that FIR copy should be in English/Hindi only, in case same is in some other language send us the translated copy duly attested along with original FIR copy.
13. In case of Limited Cos. Banks & FI's the Indemnity and affidavit should be accompanied by a certified copy of Memorandum & Articles of association along with a certified copy of Board Resolution having a list of authorized signatories.
14. In case of NRI's forward us plain indemnity, affidavit and two surety forms, duly filled in all respects, along with attested copy(s) of Passport and should be attested by Consular / Embassy/ Competent Authority. Please also forward us a Demand Draft (towards cost of purchase of stamp papers + other expenses Rs.100/-) drawn in favour of "Link Intime India Pvt Limited" payable at New Delhi.

15. Claimant signature is compulsory on Indemnity Agreement
16. Normally the time taken for issue of duplicate certificates is 45 days from the date of Lodgment of complete set of documents in order.
17. Purchase proof from seller or No Objection certificate from seller.
18. Fresh Transfer deed with Share Transfer Stamps affixed on it as per Market Value

On receipt of the documents executed as above and found in order, the same will be placed before the Board of Directors of the Company for its approval, provided no claim has been received against the said shares.

Kindly intimate us change of address, if any in a letter duly signed by all the registered holders to enable us update in our records.

DRAFT FOR THE INDEMNITY AGREEMENT

To

Mayur Leather Products Limited

WHEREAS

(1) Mr. / Mrs. / M/s. _____ S/o
_____ R/O _____

is/are Registered in the Registrar of Members and other Books of the company as the holder (s) of
following shares / Debentures of the Company

Ledger Folio No.	No. of Shares/ Debentures	Certificate No. (s)	Distinctive Nos.

(2) It has been stated to the Company that the Certificate(s) of the said Shares / Debentures has / have been lost or misplaced and the same cannot be found.

(3) Mr. / Mrs. / M/s. _____

Has /have applied to the Company for duplicate Share / Debenture Certificate (s).

In Consideration of the Company issuing such Duplicate Certificate (s), I/We

Mr. / Mrs. / M/s. _____
(name of the Share Debenture holders including Joint Holders)

and Surety (1) _____

Surety (2) _____

(names of Two Sureties)* for ourselves, respective heirs, executors and administrators do hereby jointly and severally covenant with the Company, its successors or assignees that we and our heirs executors and administrators respectively, will at all times and from time to time save, defend and keep harmless and indemnify the Company, its successors, assignees and the Directors thereof and their respective heirs, executors administrators, 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 / Debentures or any of them or loss or non-production of the Certificates thereof, on the part of any person or persons whomsoever and against all damages costs charges, expenses and sums of money incurred in respect thereof or otherwise in relation of the premises.

I/We declare that I/we have not deposited the original Share/Debenture Certificate (s) by way of security or otherwise, or transferred or sold, the said Shares / Debentures or any of them and I/we agree and confirm to return forthwith to the company for the purpose of cancellation the said original Share / Debenture Certificate (s) in case, the shall be found.

I/We further declare and agree in writing, that in the event of my / our failure to compensate the company in any action, suits and proceedings with company which the company might face for having issued the duplicate Share / Debenture Certificates at my / our request, the Company can have a lien in general on all the Share/Debentures which I/We am are now holding or I/We may be holding hereafter and also the Dividend/Interest declared or payable on the said Shares / Debentures.

I/ We the said Mr. / Mrs / M/s. _____
(names of all the Share Holders / Debenture Holders)

and Surety 1. _____

Surety 2. _____

(names of sureties) undertaken on demand by the company to return and redeliver such duplicate Share/Debenture Certificates(s) and without such demand to produce and return to the Company the Original Certificate (s) when found or traced and to take all actions, suits and proceedings at our own cost, as the Company shall require for the recovery thereof, otherwise in relation to the premises.

Dated : this Day of 200

1. WITNESS: (Sign., Name & Address)	1.	(Signatures of the Share holders / Debenture Holders, including all the Joint Holders)
2. WITNESS: (Sign., Name & Address)	2.	
1. (Sign., Name & Address of Surety 1)	3.	
2. (Sign., Name & Address of Surety 2)	4.	

*Surety should not be a Share holder / joint Holder or witness or vice versa.

Surety 1

(Private & Confidential)
DRAFT FORM TO BE SIGNED BY THE SURETY PROPOSED FOR
THE INDEMNITY AGREEMENT

1. Name in full :
2. Permanent Residential Address :
3. Age :
4. Place of employment, name of employer and the salary and other emoluments to be shown separately.

OR

5. Details of immovable property owned (absolutely)
In your own name not as member of HUF)
Within municipal limits
 - a. Situation :
 - b. Valuation :
 - c. Annual rent realised :
(Please specify whether the immovable property consists of houses or mere lands.)

OR

6. a. Nature of value of Business :
(in your own name & not as partner)
 - b. Annual turnover :
 - c. Annual profits :

Date _____

{Signature of the Surety}

Surety 2

(Private & Confidential)
DRAFT FORM TO BE SIGNED BY THE SURETY PROPOSED FOR
THE INDEMNITY AGREEMENT

1. Name in full :
2. Permanent Residential Address :
3. Age :
6. Place of employment, name of employer and the salary and other emoluments to be shown separately.

OR

7. Details of immovable property owned (absolutely)
In your own name not as member of HUF)
Within municipal limits
 - a. Situation :
 - b. Valuation :
 - c. Annual rent realised :
(Please specify whether the immovable property consists of houses or mere lands.)

OR

6. a. Nature of value of Business :
(in your own name & not as partner)
 - b. Annual turnover :
 - c. Annual profits :

Date _____

{Signature of the Surety}

AFFIDAVIT

To:

_____ (Name and address of the Co)

I/We _____ S/o. _____ aged _____ year

_____ residing at _____

Solemnly affirm and declare as follows :

1. That I / We am / are the sole / joint holder(s) OF _____ number of equity share(s) in _____
_____ (name of the Company)

Folio no.	No. of Shares	Certificate no.	Distinctive Nos	
			From	To

2. That the above share(s) were acquired by me/us for valuable Consideration out of my /our own investment / funds against allotment in public issue / allotment in Right issue / Bonus issue or acquired from the market in the year(s)_____.
3. That I / We have not pledged the original certificate(s) by way of security or collateral or otherwise have not sold the above mentioned share(s) anytime to any person.
4. That the stop transfer instructions given by me / us are not on the grounds of the non-payment by my / our Broker /Sub-broker.
5. That I / We have genuinely lost / misplaced the above mentioned share(s).
6. That I / We am /are solely responsible for any future liabilities in respect of the above mentioned securities.

This affidavit is executed in favour of the Company on my / our own volition and is in the form as required by the Company / its agents forwarded to me / us vide its letter no. _____ dated _____

_____ Cont..2

VERIFICATION

I / We solemnly affirm that the statement contained in the above paragraphs are true to the best of my / our knowledge information and belief and that nothing material has been concealed from being disclosed.

Solemnly declared and affirmed on
Identification at _____
On this _____ day of 200_.

Deponents

1. _____

2. _____

Before the Executive Magistrate or Notary Public.