

Form ISR-4

**REQUEST FOR ISSUE OF DUPLICATE CERTIFICATE
AND OTHER SERVICE REQUESTS**

*[For Securities - Shares / Debentures / Bonds, etc., held in physical form]
(Refer SEBI circular dated 25th January, 2022 on “Issuance of Securities in dematerialized form in case of Investor Service Requests”)*

Date: ___ / ___ / _____

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

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick as relevant, refer to the instructions):

- Demat Account No. (If available):
Provide Client Master List (CML) of your Demat Account from the Depository Participant*
- Provide the following details, if they are not already available with the RTA (refer SEBI circular dated 3rd November, 2021 in this regard):

PAN:	Specimen Signature:
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to SEBI circular dated 3rd November, 2021 and use Form ISR-1.

B. I / We request you for the following (tick relevant box):

<input type="checkbox"/> Issue of Duplicate certificate	<input type="checkbox"/> Claim from Unclaimed Suspense Account
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Consolidation of Folios

<input type="checkbox"/> Consolidation of Securities certificate	<input type="checkbox"/> Transmission
<input type="checkbox"/> Transposition (<i>Mention the new order of holders here</i>):	

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

Name of the Company	UTI Asset Management Company Limited
Folio Number	
Name of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- I. Duplicate securities certificate.
- II. Claim from Unclaimed Suspense Account.

Securities claimed	(in numbers)
	(in words)

- III. Replacement / Renewal / Exchange of securities certificate.
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized.)
- IV. Endorsement.
- V. Sub-division / Splitting of securities certificate.
- VI. Consolidation of securities certificate/Folios.
- VII. Transmission.
- VIII. Transposition.

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature			
Name			
Full address			
PIN	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

After processing the service request, the RTA 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.