

Procedure of Duplicate Bond Certificate

1. Form ISR-4 (Format Attached).
2. Form ISR-1 (Format Attached).
3. Rs.100/- on non-judicial stamp paper Indemnity Bond duly attested by notary. (Format Attached)
4. Self-attested PAN card
5. Self-Attested Proof of Address (**Any one Document**):
 - Aadhar Card or
 - Client Master List provided by Depository Participant or
 - Valid Passport/Ration Card/Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance Bill or
 - Utility Bills like Telephone Bill (Only Landline), Electricity Bill or Gas Bill – Not more than 3 months old or
 - Identity Card/Documents with Address issued by any of the following: Central/State Government and its departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.
6. Copy of PAN card of both Surety & witness self -attested.
7. Request letter signed by the bond holder

The hard copy of the above documents are required to be sent to:

To,
The Manager
KFin Technologies Limited
(Unit: HUDCO - 54EC Bonds)
Selenium Tower B, Plot No. 31 & 32,
Financial District, Nanakramguda,
Serilingampally Mandal, Hyderabad - 500 032.

In case of any queries feel free to contact the following:

RTA Contact Details

Toll Free Number: 1800 309 4001
Email: einward.ris@kfintech.com
Monday to Saturday (09:00 AM to 07:00 PM)

HUDCO Investor Cell

Email: capitalgainbonds@hudco.org
Monday to Friday (10:00 AM to 06:00 PM)

Form ISR-4

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: ___/___/___

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

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 (see [SEBI circular dated November 03, 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 and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

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

<input type="checkbox"/> Issue of Duplicate certificate	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 Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the	1. 2.

certificate(s)	3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- Duplicate securities certificate
- Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
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- Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- Endorsement
- Sub-division / Splitting of securities certificate
- Consolidation of securities certificate/Folios
- Transmission
- 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="checkbox"/>	<input type="checkbox"/>

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.

INDEMNITY BOND FOR DUPLICATE BOND CERTIFICATE

(To be executed on non-judicial stamp paper of Rs. 100/- as per Indian Stamp Act 1889 and attested by Notary)

I/We S/O. D/O/W/O
Resident at and hold I/We am/are bond holder(s) of HUDCO Limited
Bonds and hold said bonds of face value of Rs. each, as per the details given below:

Type of Bond	Folio No.	No. of Bond(s)	Cert.No(s)	Dist. No. from	Dist. No to

The Bond certificate(s) in respect of the said Bond(s) had/have been lost/misplaced/not received and is/are not forthcoming. The said Bond(s) was/were neither required to be accompanied by Blank transfer deeds nor accompanied by any blank transfer deeds signed by me/us and that I/We have not nor has any person by my/our order in any manner disposed of parted with or pledged the said bond certificates or assigned my/our interest therein of any part thereof to any person by my/our order in any manner disposed or parted with or pledged the said Bond certificate(s), or assigned by/our interest therein or any part thereof to any person. I/We am/are the sole and absolute owner(s) of the Bond(s) covered by the said bond certificate(s) or cause the same to be surrendered to the Company, if and when the same is/are found.

I/We therefore, request to issue a duplicate of the said Bond Certificate(s).

In consideration of the company so doing, I/We, do hereby Indemnify the Company and bind myself/ourselves, my/our heirs, successor, assigns, executors and administrators to pay all claims, charges, costs, damages, demands expenses and losses which the said Company may sustain, incur or be liable for in consequence of having issued duplicate Bond Certificate(s) at my/our above said request. The Company may realize the said claims, charges, costs, damages, demands expenses and losses whatsoever from me/us personally or my/our heirs, successors, assigns executors and administrators or my/our properties as the case may be.

I/We, the undersigned, certify that the above facts are true and bind me/ourselves to make good all claims, charges, costs, damages, demands, expenses and losses which the said Company may sustain incur or be liable for in consequence(s) of complying with the request contained above and they will be entitled to realize all claims, charges, costs, damages, demands, expenses and losses whatsoever from my/our persons or my/our heirs successors, assigns executors and administrators or my our properties, as the case may be.

In Witness whereof I/We signed this of Two Thousand and

Signature of Holder(s)
Name & Address

Signature of Witness No.1

Signature of Witness No.2

Name & Full Address

Name & Full Address

Date:

Place:

We, the undersigned certify that the above facts are true and bind ourselves as sureties to make good all claims, charges, costs damages, demands, expenses and losses whatsoever which the said in consequences of complying with the request contained above and the HUDCO Limited. Will be entitled to realize all claims, charges, costs, damages, demands, expenses and losses from our persons or our properties as the case may be.

Signature of Surety No.1

Signature of Surety No.2

Name & Full Address

Name & Full Address

Signature of Witness No.1

Signature of Witness No.2

Name & Full Address

Name & Full Address

Date:

Place:

Form ISR – 1

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: ___/___/___

A. I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address

B. Security Details:

Name of the Issuer Company		Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number & Face value of securities		
Distinctive number of securities (Optional)	From	To

C. I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	✓	Document / Information / Details	Instruction / Remark
1		PAN of (all) the (joint) holder(s)	
		PAN Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4
2		Demat Account Number	Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

3	Proof of Address of the first holder	<p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by DP. Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</p> <p><input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</p> <p><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.</p> <p><input type="checkbox"/> The proof of address in the name of the spouse</p>
4	Bank details	<p>Account Number: _____</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p>Provide the following:</p> <p><u>original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank</u> #</p>
5	E-mail address	_____#
6	Mobile	_____#

* or any date as may be specified by the CBDT

(DP: Depository Participant)

In case it is not provided, the details available in the CML will be updated in the folio

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) _____, (use Separate Annexure if extra space is required) in which I / We are the holder(s)(strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	✓		
Name	✓		
Full address	✓		
PIN	✓		