**APPLICATION**

Date:

To,

**KFin Technologies Private Limited**

**Unit: Hero MotoCorp Limited**

Selenium, Tower B, Plot No. 31 & 32, Financial District,

Nanakramguda, Serilingampally Mandal, Hyderabad-500032, India

Dear Sirs,

I / We have purchased the below mentioned shares ("the said shares") from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vide contract no. (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The below mentioned Certificate(s) for the said shares was / were lost / stolen and are beyond recovery and they are not in my / our possession.

Therefore, I/We, the purchaser(s) of the shares of the Company apply for issue of duplicate share certificate(s) held by me/us in folio no. \_\_\_\_\_\_\_\_. The following documents are submitted in support of my/our claim for issue of duplicate share certificate(s) to us:

1. IQF;
2. FIR/ Acknowledgement copy of the Police complaint, in Original
3. Evidence for discharge of consideration;
4. Copy of postal acknowledgement / receipt issued by the courier through whom the transfer documents were sent but lost in transit
5. NOC from the Transferor
6. Affidavit Rs. 100/- Non Judicial Stamp Paper, duly affirmed by SEM/SEO/Notary Public, if not submitted already along with intimation of loss.
7. Indemnity bond
8. Surety Form along with supporting documents
9. Self-attested copy of PAN
10. Copy of address proof

Further, we agree to pay for the advertisement cost OR issue at my/our cost Public notice in the newspaper, for loss of shares, as is informed to us, depending upon the policy of the Company. Kindly let us know the further course of action from my/our end and issue the duplicate share certificate(s) to us at the earliest.

Thanking you,

Yours faithfully,

|  |  |
| --- | --- |
| **Name of the shareholder** | **Signature of the shareholder** |
|  |  |
|  |  |
|  |  |

**INITIAL QUERY FORM (IQF)**

**To be filled in by applicant(s) requesting Issuance of Duplicate Share Certificate(s)**

1. Registered Folio. No (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2a. Details of the holder(s)

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name of the Shareholder(s) [in identical order]** | **Father’s/Husband’s Name** | **Address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

2b. Details of Applicant(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name of the Applicant(s) [in identical order]** | **Father’s/Husband’s Name** | **Address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

3. Details of Share Certificate(s) lost/misplaced

|  |  |  |
| --- | --- | --- |
| **No. of share(s)** | **Distinctive Nos.** | **Certificate No(s).** |
|  |   |  |
|  |  |  |
|  |  |  |
|  |  |  |

4. Date of acquisition of lost shares (Quote at least approx. date) \_\_\_\_/\_\_\_/\_\_\_\_\_\_\_

5. Date of loss of share certificates (Quote at least approx. date) \_\_\_\_/\_\_\_/\_\_\_\_\_\_\_

6. Place of loss of share certificates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7a. Whether information of loss of share certificates has been given to

 the local Police Station alongwith details of share certificates Yes/No

7b. Date of information to Police Station/FIR \_\_\_\_/\_\_\_/\_\_\_\_\_\_\_

7c. Copy of FIR enclosed (duly attested by Notary public) Yes/No

8. If no information has been given to Police/FIR copy has not been enclosed, reasons thereof

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Whether the lost/misplaced share certificates were accompanied

 with any signed transfer deed Yes/No

10. Whether the shares were mortgaged/pledged or otherwise disposed off

 before the loss Yes/No

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Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only :**

Recommended Issue of procedure of Duplicate Shares: Yes/No

Approving Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervising Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_