From:

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To,
Ratnamani Metals & Tubes Limited
17, Rajmugat Society,
Naranpura Char Rasta,
Ankur Road,
Naranpura,
Ahmedabad – 380 013

Dear Sir,

Subject: Issue of duplicate Share Certificates

Ref.: Folio No. ________________

With reference to the above subject, we hereby submit following documents for duplicate of share certificate of Ratnamani Metals & Tubes Limited:

1. A certified true copy of lodging police complaint at the Police Station along with Complaint No. and date which is duly signed and stamped by the Police Authority.

2. Indemnity Bond on Stamp Paper of Rs.200/- duly notarized by the Notary attached herewith vide **Annexure- "A**". My Folio. No., Certificate No. and Distinctive No(s). are as follows:

Folio No.	No. of Shares	Certificate No.	Distinctive No(s)

3. Affidavit on Stamp Paper or Franking of Rs.100/- to be executed in presence of Notary Public. Draft of the same is enclosed herewith vide **Annexure – "B".**

4. Indemnity Bond and Affidavit with complete address of surety and complete address of witnesses.

5. The certified true copy of Notary Public of PAN Card with your photograph along with any one out of the following documents :

   (a) Identity Card given by Election Commissioner or
   (b) Driving License with photo and address or
   (c) Passport with address and photo or
   (d) Your latest Telephone Bill with complete present address or
   (e) Latest Energy / Power Bill with your name and complete address or
   (f) Ration Card Copy or

(g) Photo Copy of your Bank Pass Book with your name and address certified by the Banker with his name, signature and seal.

6. Surety Form duly signed by two sureties on a Non Judicial Stamp Paper / Franking of Rs.200/- duly notarised by notary public along with their two witness and their PAN Card, Address Proof i.e. any one of the following namely Ration Card / Election Card / Passport / Latest Electricity Bill / Telephone Bill. Each document shall be self-certified and notarized. Draft of the Indemnity Bond is enclosed vide **Annexure – "C"**.

7. Attested copies of Form No.16 / Acknowledgement Copy of your Income Tax Return which you submitted last year / Proof of payment of assessment (Latest).

8. A Demand Draft of Rs.1500/- in favour of **"RATNAMANI METALS & TUBES LTD."** for publishing newspaper advertisement.

Thanking you,

Yours faithfully,

____

(Name of the shareholder)

(Contact No.______________)

Encl.: As above

ANNEXURE – "A"

INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARE CERTIFICATE

Whereas I/We____ (name of the shareholder) jointly with ____ (name of the first joint holder) & ____ (name of the second joint holder) residing at _______________________________________ (address of the shareholder) for last ______ years, holding ____________ shares of face value of Rs each under folio no_____________________________ in M/s. ______________________________ (Name of the Company) issuer Company having its registered office at _________________________(Company's registered office address). The original share certificate(s) in respect of ____________ shares as detailed below has/have been lost/destroyed/misplaced and the same is/are not traceable:

Certificate No	Distinctive No From	Distinctive No To	No. of Shares

Whereas I/We have not delivered the said share certificate(s) with the intention of transferring the shares or pledging them or parted with the said share certificate(s) in any other manner whatsoever. I/We, therefore, hereby request the issuer Company to issue to me/us duplicate share Certificate(s) in lieu of the original share Certificate(s).

In consideration of the issuer Company having agreed to issue duplicate share certificate(s) for the aforesaid shares in my/our name, I/we am/are executing a Indemnity Bond in favour of the issuer Company.

Upon the issuer Company, having agreed to issue duplicate share certificates for the aforesaid shares, I/we the undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the issuer Company, its successors and assigns and agree and undertake at all times, save, defend and to indemnify and keep indemnified the issuer Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and again all actions, suits, proceedings, accounts, claims and demands, whatsoever for or on account of the said shares or dividends /interests or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner whatsoever.

Name(s) of shareholder	**Signature(s) of share holders**
1. __________________	____
2. __________________	____
3. __________________	____

In presence of:

Name and address of Witnesses	**Signature of Witnesses**
__________________________________	_____________________

ANNEXURE – "B"

AFFIDAVIT

I/We ____ (name of the shareholder) jointly with____ (name of the first joint holder) &____(name of the second joint holder), son/daughter of (for first holder) aged ______________years, an Indian Inhabitant / NRI presently residing at ____for last________ years, do hereby solemnly affirm and declare as under:

1. I/We ____(name of the shareholder) jointly with [name of the joint holder(s)] is/are the registered holder(s) of the Company holding ____________ shares under Folio No. ______________ of Rs______/- each in the Company. Of which original share certificate in respect of __________ shares as detailed below has/have been lost/destroyed/misplaced and is/are not traceable:

Share Certificate No.	**Distinctive Nos.** **From** **To**	**No. of Shares**

2. That_____________________________________(name of the shareholder) jointly with [name of the joint holder(s)] has/have not sold, transferred, pledged or otherwise disposed off the said shares.

3. I / We have searched or caused searches to be made for the said share certificate(s), but even after careful and diligent search, I /We have been unable to trace the same.

4. Since the said share certificate(s) was / were issued, I /We have not sold, mortgaged, pledged or otherwise encumbered or disposed off the said shares or parted with the possession of the said share certificates in any manner and the said shares is / are my/ our absolute property to the best of my/ our knowledge and belief, the said certificate(s) has/ have either been lost or destroyed or misplaced. In case at any time I / We locate the said Share Certificate(s) or any of them I /We shall immediately surrender the same to the Company.

5. I have already executed Indemnity Bond for issuing duplicate share certificate(s) in lieu of the original share certificates for the aforesaid shares held by me/us.

6. I therefore request the ________________________ (Name of the Company) to issue duplicate share certificate(s) in lieu of the original share certificate(s) for the aforesaid shares.

I am executing this declaration to be submitted to the concerned authorities of the Company.

<u>VERIFICATION</u>

I hereby state that whatever is stated herein above are true to the best of my knowledge.

Solemnly affirmed at ________________

On this ________________ day of ________ 20__

(Signature of the shareholder/s)

Deponent

Identified by me | Before Me

Advocate | Notary Public

ANNEXURE – "C"

Surety

We_________________________________ (name of the Surety No.1) aged __ years,an Indian inhabitant presently residing at ____ (residential address of Surety No.1) know the applicant(s) for last ______ years and having business address at __________ _______________________________________ (official address of Surety No.1), having PAN Card No.___________ with net assets worth of Rs. ____ and (name of the Surety No.2) aged __ years, an Indian inhabitant residing at ____ (residential address of Surety No.2) know the applicant(s) for last _____ years and having PAN Card No.___________, business address at ___________________________________ ____________________________(official address of Surety No.2) and with the net assets worth of Rs. ____________________.

We, the undersigned certify that the above facts are true to the best of our knowledge. We bind ourselves as sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the issuer Company, its successors and assigns its estate and effects and its directors, manager, secretary and shareholders may sustain, incur or be liable for in consequence of complying with the request contained above and the issuer Company, its successors, assigns, directors, manager, secretary and shareholders will be entitled to realise all claims, charges, cots, damages, demands, expenses and losses from our persons and our properties, as the case may be.

SURETY 1:

Name:	
Annual Salary Income	
Name of Employer	

OR

Self owned Business Annual Income	

OR

Asset worth of self owned Immovable Property	

Signature of first Surety	

Name and Address of Witness	
Signature of Witness	

<u>SURETY</u> 2 :

Name	
Annual Salary Income	
Name of Employer	

OR

Self owned Business Annual Income	

OR

Asset worth of self owned Immovable Property	

Signature of Second Surety	

Name and Address of Witness	
Signature of Witness	

Dated this ________ day of _____________ 20__