

FORMALITIES TO BE COMPLIED WITH BY THE SHAREHOLDER(S) FOR OBTAINING DUPLICATE SHARE CERTIFICATE(S)

- 1 The enclosed questionnaire form should be duly completed in all respects. Thereafter, an affidavit has to be sworn before a Judicial Magistrate or a Notary Public in our standard form stating that the information furnished by you in the questionnaire form marked 'A' is true to your knowledge. The affidavit will attract a special Adhesive Stamp of Rs 100\-, which should be affixed to the affidavit form before any particulars are filled therein. If Special Adhesive Stamps are not available at your end, the contents may be copied out on a Non-Judicial Stamp paper of Rs. 100/- and declared thereafter before a Magistrate/Notary.
- 2 The loss of share certificate(s) should be advertised in the Maharashtra Government Gazette as per the draft enclosed. The cost of the advertisement will be approximately Rs 600/-. The address of the Government Publication to whom you should write directly is as under:-

The Director
Govt. Printing Stationery & Publications
Charni Road Garden
Netaji Subhash Road
Mumbai – 400 004.

In case you find it difficult to have the loss published directly, or you may remit amount to us by Money Order and return the draft of advertisement signed by you. Then we shall write to the Gazette authorities on your behalf.

- 3 An Indemnity Agreement has to be executed by you along with a Surety of adequate financial means. We are enclosing herewith a Surety form for completion and signature of the person whom you propose as a Surety for the purpose. Please note that the surety proposed by you should be either a businessman of repute or a salaried person drawing a monthly salary of Rs. 5000/- and above.
- 4 In case the Surety Proposed by you is acceptable to us, the Indemnity Agreement will be forwarded to you, for execution jointly with the Surety. The Indemnity Agreement Form should be stamped with a Special Adhesive Stamp of Rs. 200/- before execution or drawn on a non-judicial stamp paper of Rs. 200/-

THE SHIPPING CORPORATION OF INDIA LTD.

Form to be filled in by a person or persons applying for duplicate certificate(s) in respect of share(s) for which original certificate(s) is are lost.

1. Full name(s) of the	
2. Number of share(s) held by the shareholder(s)	Equity Shares Folio No.
3. No. of shares and distinctive numbers in respect of which certificate(s) is/are lost	<u>Dist. No.</u> <u>Crt. No</u> <u>No.of Shares</u>
4. When were the share certificates(s) lost or found to be missing?	
5. Full statement of the circumstances regarding loss of the share certificate(s)	
6. Were any signed transfer deed(s) lost with the missing share certificate(s)? if so, give full particulars	
7. Were the shares sold, mortgaged, pledged or otherwise disposed of either by the shareholder, applicant or by any other person? If so give full particulars	

.2.

8. Was a diligent search made for the missing certificate(s)?	
9. If the Board of Directors of the Company is prepared to issue duplicate share certificate(s) is/are the applicant(s) prepared to fulfill the conditions preliminary to issue of duplicate certificate(s), viz advertisement in the Maharashtra Government Gazette and one daily English newspaper and one daily Vernacular newspaper circulating in Mumbai, execution of an indemnity with approved surety or sureties and payment of charges at Re. 1/- per duplicate certificate?	

Date :

Address :

Signature of the applicant(s)

N.B.- The delivery to the Company of this form duly fulfilled in shall not in any way affect the Company's right to refuse the application altogether or to insist on the fulfillment of additional conditions to those stated in column 9 above before granting the application.

AFFIDAVIT

Sp. Adh.
Stamp of
Rs. 100/-

I/We _____ S/o _____
_____ R/o _____

solemnly affirm and say that is stated in answer to the Questions on the form annexed hereto and marked "A" is true to my/our knowledge.

Dated _____ 200

(Signature/s)

Solemnly affirmed at _____ on the _____

day of _____ 200

(Magistrate)

THE SHIPPING CORPORATION OF INDIA LTD.

**PRIVATE & CONFIDENTIAL
FORM TO BE SIGNED BY THE SURETY
PROPOSED FOR THE INDEMNITY AGREEMENT**

1. Name in full (Surety) :
2. Permanent Residential Address :
3. Age :
4. a) Name & Address of the Company :
in which the Surety is employed

b) Total Salary & other emoluments :
received during the year
5. Details of immovable property owned
within municipal limits :
 - a) Situation :
 - b) Value :
 - c) Annual rent realised:

(Please specify whether the immovable
property consists of houses or more lands)

6. a) Full Name & address of the firm, where the business is carried on:
 - b) Nature & Value of the Business :
 - c) Annual turnover :
 - d) Annual Profits :

Date : _____

(Signature of Surety)

N.B:- Please note that Surety should own property absolutely in his own name and not as a member of a joint and undivided Hindu family, or own business absolutely in his own name and not as a partner.

Please attach a true copy of Salary/ Income Tax Certificate.

Sp.adh.
Stamp of
Rs 200/-

INDEMNITY
THE SHIPPING CORPORATION OF INDIA LTD.
MUMBAI

WHEREAS

- (1) _____ S/o _____
_____ is /are
registered in the Register of Members and other books of the Company as the
holder of _____ Shares of the
Company bearing Dist Nos _____
- (2) It has been stated to the Company that the Certificate(s) of the said shares has/
have been lost or mislaid & the same cannot be found _____.
- (3) _____
_____ has /have applied to the Company for
duplicate Share Certificate (s).

In consideration of the Company issuing such duplicate Certificate(s) we _____

_____ and (Name of Surety) _____
_____ for ourselves, our respective heirs, executors & administrators do
hereby jointly & severally with the Company its successors & assigns that we & our
heirs, executors & administrators respectively will at all times & from time to time save,
defend & keep harmless & indemnified the Company, its successors & assigns & the
Directors thereof & their respective heirs, Executors & administrators & their & each of
their estates & effects from & against all actions, causes, suits,
proceedings, accounts, claims & demands whatsoever on account of the said shares or any
of them or the loss or non-production of the Certificates thereof on the part of any person
or persons whomsoever & against all damages, cost, charges, expanses and sums of money
incurred in respect thereof or otherwise in relation to the premises and we the said

_____ and _____
_____ undertake on demand by the Company to return & re-deliver such
duplicate Share Certificate(s) & without such demand to produce & return to the
Company the Original Certificate(s) when found or traced & to take all actions, suits &
proceedings at own cost as the Company shall require for the recovery thereof or
otherwise in relation to the premises.

Date _____ day of _____ 200

(Surety's Signature)

(Shareholder's) Signatures)

NOTICE

NOTICE is hereby given that the Certificate(s) for Equity Shares Nos. Of
THE SHIPPING CORPORATION OF INDIA LTD. Standing in the name(s) of _____

_____ has/have been lost or mislaid and the undersigned has/have applied to the Company to issue duplicate Certificate(s) for the said shares. Any person who has a claim in respect of the said shares should lodge such claim with the Company at its Registered Office. Shipping House, 245, Madame Cama Road, Nariman Point, MUMBAI – 400 021..within one month from this date else the company will proceed to issue duplicate Certificate(s).

Name(s) of Shareholder(s)

Date _____