

Procedure/ Checklist for Issue of Duplicate Share Certificate

1. Proof of Address of the Applicant (e.g. Copy of telephone bill or electricity bill etc of yours) (self attested)
2. PAN card copy the Applicant (self attested)
3. Letter duly attesting your signature by your Bank
4. Questionnaire Form (proforma enclosed)
5. Affidavit (proforma enclosed)
6. Indemnity (proforma enclosed)
7. Surety form along with copy of PAN card and income proof like pay slips/income returns (proforma enclosed)
8. Notarized copy of FIR
9. Demand draft for Rs. 5,000/- in favour of ALPHAGEO (INDIA) LIMITED payable at HYDERABAD for advertisement

Send the aforesaid documents to the Registrar and Share Transfer Agent of the Company at the below address:

Karvy Fintech Private Limited
Karvy Selenium Tower B, Plot Nos. 31 & 32
Financial District, Nanakramguda
Serilingampally Mandal, Hyderabad - 500032

QUESTIONNAIRE FORM

"Q"

[Form to be filled in by applicant(s) for issue of Duplicate Certificate(s)
in respect of security/ies for which original certificate(s) is/are lost]

Name of the Company:

Alphageo (India) Limited

-
- 1) Full name of the holder and joint holder(s),
if any fill in identical order)
-
- 2) Number and kind of securities held by the holder(s) for
which duplicate certificate(s) is/are being sought
-
- 3) Distinctive numbers of the security/ies in respect of
which certificate(s) is/are lost
(must tally with no. given in item 2)
-
- 4) When did the holder(s) acquire the security/ies in respect
of which certificate are lost?
(Quote atleast approx date/period)
-
- 5) When were the certificate(s) lost or found to be missing?
(Quote atleast approx date/period)
-
- 6) Full statement of the circumstances regarding loss of the
above certificate(s)
-
- 7) Where any signed transfer form(s) accompanying the
lost certificate(s)?
If so, give full particulars of the transfer transaction.
-
- 8) Where the securities were sold/ mortgaged/ pledged or
otherwise disposed of either by the holder/ applicant or
by any other person?
If so give full particulars of transaction*
-
- 9) Was diligent search made for the missing certificate(s)?
-

If your answer is YES, you must furnish the
company with a 'Prohibitory Order' from a
competent court to stop of securities in the
name(s) of any other person(s)

-
- 10) If the Board of Directors of the Company is prepared to
issue duplicate certificate(s) is/ are the applicant(s)
prepared to fulfill the conditions preliminary to the issue
of duplicate certificate(s) viz. (a) advertisement in the
Maharashtra government Gazette(b) in one daily News
Paper (c) one daily vernacular newspaper circulating in
Bombay (d) Execution of indemnity with approved
surety/ies

FOR OFFICE USE ONLY

SIGNATURE CHECKED BY

Address _____

_____ PIN _____

SIGNATURE(S) OF THE APPLICANT(S)

**[To be executed on Non-Judicial Stamp Paper of Rs. 100/-]
(To be attested by Notary)**

AFFADAVIT

"A"

I/ We _____ solemnly affirm and say that what is stated in answer to the question on the form marked "Q" is true to my/our knowledge.

Solemnly affirmed at _____ (place) on the _____ day of _____, 20__

Date:

Place:

SIGNATURE(S) OF THE APPLICANT(S)

**[To be executed on Non-Judicial Stamp Paper of Rs. 100/-]
(To be attested by Notary)**

INDEMNITY

"I"

To

Alphageo (India) Limited

802, Babukhan Estate, Basheerbagh,
Hyderabad – 500001

WHEREAS

1. I/We _____, registered in the Register of Member and other books of Alphageo (India) Limited is the holder of ~~**~~(refer item 2 of Q) _____ **Equity Shares/ Bonds/ Debentures** of the Company bearing Distinctive Nos. _____ to _____.
2. It has been stated to the Company that the Certificate(s) of the said securities have been lost mislaid and the same cannot be found.
3. I/We _____ has applied to the company for duplicate Certificate(s).
4. We, _____ **(Applicant)** and _____ **(Surety)** for ourselves, our respective heirs, executors and administrators do hereby jointly and severally covenant with the Company, its successors and assigns that we and our heirs, executors and administrators respectively will at all times and from time to time save, defend and keep harmless and indemnified the Company, its successors and assigns and the Director and Officers thereof and their respective heirs, executors and administrators and their and each of their estates and effects from against all actions, causes, suits, proceedings, accounts, Claims, and demands whatsoever on account of the said security/ies or any of them or the loss non-production of the Certificates thereof on the part of any person or persons whomsoever and against all damages costs charges and we, _____ **(Applicant)** and _____ **(Surety)** undertake on demand by the company to return and re-deliver such duplicate Certificate(s) and without such demand to produce and returned to the company the original Certificate(s) when found or traced and to take all actions suits proceedings at our own cost as the Company shall require for the recovery thereof or otherwise in relation to the premises.

Dated this _____ day of _____ 20__

Signed in presence of

Signature(s) of holder(s)/Applicant(s)

Signature of Surety

SURETY FORM
(FORM TO BE SIGNED BY SURETY PROPOSED AGREEMENT)

"S"

PRIVATE & CONFIDENTIAL

Name of Surety:
(In Full)
Permanent Residential
Address:

Age: _____ years

Permanent Income Tax No.:

(A person cannot stand as surety for spouse/family member.)

(Fill in any one or more of the following boxes, whichever is applicable)

A) Details of employment

1. Name of employer: _____
2. Place of employment: _____
3. Annual Salary : _____
4. Other emoluments : _____

AND/OR

B) Details of immovable property owned

(absolutely in own name and not as a member of a Joint & Undivided Hindu Family. Specify whether consisting of houses or more lands)

1. Within Municipal Limits : _____
2. Situation : _____
3. Value: _____
4. Annual rent realized : _____

AND/OR

C) Details of business owned

(absolutely in own name and not as a partner)

1. Nature of business and location _____
2. Annual turnover _____
3. Annual profits _____

Date:

(Signature of the Surety)

Witnessed by:
Full Name and Address of Bank Manager/Employer

_____ PIN _____

(Signature of Bank Manager/Employer)