

**FORMAT OF LETTER OF UNDERTAKING FOR ISSUE OF
DUPLICATE DIVIDEND**

(Please type this letter after carefully reading the notes mentioned below the format)

To,
The Company Secretary/Board of Directors,
(Name of the Company)
Address of the Company

Dear Sir(s),

Sub: Issue of Duplicate Dividend Warrants

I, (name of the applicant(s) aged __ years, residing at (address of the applicant),
hold ____ equity shares of (name of the Company) of Rs. __ each, of the following
description;

<u>Folio No.</u>	<u>Certificate</u>	<u>Distinctive Nos.</u>	<u>Shares covered In each certificate</u>
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For my above holding, the dividend warrant(s) of the following description were issued
by the Company.

<u>Year</u>	<u>Dividend Warrant No.</u>	<u>Amount in Rs.</u>
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I have lost/misplaced the abovementioned dividend warrant(s). I confirm that I have not
encashed the said dividend warrant(s).

I request the Company to please issue duplicate dividend warrant(s) in lieu of the original
dividend warrant(s) issued in lieu of the original dividend warrant(s) for the
abovementioned financial year(s) for the shares covered under Folio No. _____ and
bearing Certificate No(s). _____. In consideration of the Company having agreed
to issued duplicate dividend warrant(s) in my name, I am executing a bond in favour of
the Company.

Upon the Company, having agreed to issued duplicate dividend warrant(s) in lieu of the
original dividend warrant(s) issued earlier for the aforesaid shares, I, the undersigned
applicant hereunder for myself, my heirs, executors, administrators and assigns do hereby
jointly and severally covenant with the Company, its successors and assigns and agree
and undertake at all times save, defend and to indemnify and keep indemnified the
Company, its successors and assigns its estate and effects, and its directors, manager,
secretary and shareholders and their heirs, executors and assigns from and against all
actions, suits, proceedings, accounts, claims and demands whatsoever for or on account
of the said shares or dividends 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 howsoever.

I undertake to surrender the said original dividend warrant(s) to the company for
cancellation, if and when the same is/are found at a later date.

Yours truly,

(Signature of the Applicant(s))

Name of the Applicant:

Address of the Applicant:

Name and address of Witness

Signature of the Witness

1.

2.

Place ;

Date :

NOTES:

1. Letter should be on Non-judicial stamp paper of Rs.200/- if the dividend amount is above Rs.2,500/-.
 2. Letter should be witnessed by two persons.
 3. When the letter is furnished on NJS, the same should be duly attested by Notary.
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