

**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),

Unit: \_\_\_\_\_  
Sub: Issue of Duplicate Dividend Warrants for the year \_\_\_\_\_

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>No. of Shares</u>
_____			

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 above mentioned 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 above mentioned 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.

Thanking you,

Yours faithfully,

(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.