

PROCESS FOR ISSUE OF DUPLICATE SHARE CERTIFICATE OF GODREJ INDUSTRIES LIMITED

(In accordance with SEBI Circular no: SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022)

In case your Share Certificate(s) have been lost / misplaced / stolen, the following documents are required to be sent to the below mentioned address of Registrar & Share Transfer Agent* (“RTA”) for Issuance of Duplicate Share Certificate(s):

1. [Form ISR-4](#).
2. Certified copy of FIR / Police Complaint Copy lodged at the nearest Police Station, if the value of Shares exceeds ₹5,00,000/-.
3. Self-attested PAN card copy & address proof of the shareholder(s) & witnesses.
4. Affidavit on ₹100 Stamp Paper, in the format provided in [Annexure A](#).
5. Indemnity Bond on ₹ 500 Stamp Paper, in the format provided in [Annexure B](#).

Shareholders may also note that on receipt of any application for issuance of duplicate share certificate , the Registrars and Transfer Agent shall verify and process the request in compliance with relevant procedures, operational guidelines and the relevant applicable law(s), regulations and rules, for time being in force.

Then the RTA shall inform the Company about the request received for Issuance of Duplicate Share Certificate. Thereafter, the Company shall issue a newspaper advertisement, in compliance with the applicable laws, giving the details of receipt of request for issuance of duplicate share certificate(s) and shall wait for a period of 15 (Fifteen) days of the date of publication of advertisement, for claim(s) / objection(s), if any.

If within 15 (Fifteen) days from the date of publication of advertisement, no claim / objection, is received by the Company, the Company shall accord its consent to the RTA and a Letter of Confirmation will be issued to the shareholder by the RTA.

***Registrar & Share Transfer Agent:**

Computech Sharecap Limited.,
147, M.G. Road, Fort,
Mumbai - 400 001, Maharashtra
Tel No: 022- 22635000/5001