

PROCESS FOR ISSUE OF DUPLICATE SHARE CERTIFICATE OF GODREJ INDUSTRIES LIMITED

In case your Share Certificate(s) of Godrej Industries Limited (“**GIL / the Company**”) have been lost / misplaced / stolen, the following documents are required to be sent at the below mentioned address of Registrar to and issue and Share Transfer Agent* (“**RTA**”) for Issuance of Duplicate Share Certificate(s) in terms of [SEBI Circular No. HO/38/13/11\(3\)2025-MIRSD-POD/I/1102/2025 dated December 24, 2025](#) read with SEBI Master Circular No. [SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/91 dated June 23, 2025](#):

1. [Form ISR-4](#).
2. Self-attested PAN card copy & address proof of the shareholder(s) and of witnesses.
3. An undertaking in the format provided in Annexure A on plain paper, if the value of securities as on the date of submission of application, along with complete documentation, is up to ₹10,000/- (Rupees Ten Thousand Only). This undertaking need not be notarised.
4. Affidavit-cum-Indemnity bond on Stamp Paper of value as prescribed by the Stamp Act of State where you reside [higher of value as prescribed for an affidavit and an indemnity individually], in the format provided in Annexure A, if the value of securities as on the date of submission of application, along with complete documentation, exceeds ₹10,000/- (Rupees Ten Thousand Only) but does not exceed ₹10,00,000/- (Rupees Ten Lakh Only). This Affidavit-cum-Indemnity bond shall be notarised.
5. Certified copy of FIR (including e-FIR)/ Police Complaint/Court injunction order/copy of plaint (where the suit filed has been accepted by the Court and Suit No. has been given), necessarily having details of the securities, folio number, distinctive number range and certificate numbers, if the value of Shares exceeds ₹10,00,000/- (Rupees Ten Lakh Only).

On receipt of application for issuance of duplicate share certificate, the RTA 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.

The RTA shall then inform the Company about the request received for Issuance of Duplicate Share Certificate. Thereafter, the Company shall issue a newspaper advertisement for securities having value more than ₹10,00,000/- (Rupees Ten Lakh Only), , 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 the 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 to an issue & Share Transfer Agent:**

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

Format for Affidavit-cum-Indemnity

FORM-A

AFFIDAVIT-CUM-INDEMNITY

[For issuance of duplicate securities]

Note: *This affidavit is to be executed in the presence of a Public Notary (in cases where the value of securities exceeds Rs. Ten Thousand)*

[To be submitted in non-judicial stamp paper of appropriate value as prescribed by the Stamp Act of the state where the claimant resides (in cases where the value of securities exceeds Rs. Ten Thousand)]

I/We, _____
Son / daughter/spouse of _____ residing at _____

_____, having Permanent Account No (s) _____
do hereby solemnly affirm and state on oath as follows.

1. That I/We, _____ ("all the shareholders") hold the following ___(number of) securities under Folio no. _____ in ___(name of the company) in my/ our name as single holder / joint holder:

Compan y Name	Folio Number	Number and face value of securities held	Security Certificat e No.	Distinctive Nos.	
				From	To
1)					
2)					
3)					

2. I/We _____ swear / solemnly declare that the above securities were acquired by _____

me/us for valuable consideration out of my/our own investment/funds against allotment in Public Issue/allotment in Right Issue or acquired from the market/through inheritance in the year(s).

3. I/We _____ further swear / solemnly declare that I/ we am/are applying for issue of duplicate certificate(s) to me/us on the ground that the original security(ies) certificate(s) has/have been misplaced / not found by me/us, despite a diligent search made by me/us in this behalf.

4. I/We _____ further swear /solemnly declare that the said securities are not sold or pledged or deposited by way of security to any person/company.

5. I/We _____ hereby further swear / solemnly declare that if, after the duplicate share certificate(s) is / are issued to us as aforesaid, the original security(ies) certificate(s) is / are at any time subsequently, found, recovered or traced by us or by anyone on our behalf, then, we unconditionally undertake not to deal with the said original share certificate(s) in any manner whatsoever (whether by physical transfer or dematerialization or as security or pledge) and further unconditionally undertake to promptly surrender the original share certificate(s) to the RTA / Company, for cancellation.

6. I/We _____ am/are making the above solemn declaration on oath with full knowledge of the fact that in the event the original security (ies) certificate(s) issued is /are found, recovered and traced by me/us and instead of surrendering the same is / are dealt with by me/us as aforesaid, the Company will be at liberty to adopt civil and / or criminal proceedings against me/us for my/our failure to promptly surrender the original security (ies) certificate(s), for cancellation and for breach of my/our solemn declaration and undertaking not to deal with the original security (ies) certificate(s) in any manner whatsoever as aforesaid at my/our entire risk as to cost and consequences.

7. I/We hereby jointly and severely agree and undertake to indemnify and keep indemnified, saved, defended, harmless, the aforesaid (Name of the Company/RTA) and its successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which you may suffer and/or incur by reason of your, at my/our request, issuing the said Duplicate Securities as herein above mentioned, to the undersigned.

Signature of all deponents :

X

VERIFICATION

We hereby solemnly affirm and state that what is stated herein above is true to our knowledge and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned securities.

IN WITNESS WHEREOF the said 1) Mr. /Ms. _____ (Name and signature of the witness) _____

And 2) Mr. /Ms. _____ Name and signature of the witness
_____, have hereunto set their respective hands and seals this day of

Address of First holder / Applicant :

ode _____ Pinc
ode

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

FOR OFFICE USE ONLY

Signature checked by :

Signed before me

at: _____

on: _____

Signed before me

Place: _____

Date : _____

X -----

Signature of Notary with Official Seal of Notary & Regn. No.