

### Generation of Duplicate Share Certificates

Dear users, we have added the facility of generation of duplicate share certificates. If you have added the share certificates database, you can add duplicate share certificates for same. All necessary documents will also be generated along with the process.

***Dashboard ⇒ Client ⇒ Select Company ⇒ Compliance Manager  
⇒ Corporate Action ⇒ Duplicate Share Certificates***

**Particulars of duplicate share certificate**

Sr. No.	Date of Board Meeting	Shareholder's Name	Share Certificate	No. of Shares	Date of Issue	Action
1	08/01/2022	[Redacted]	Certificate No 1 of 1-10000(10000)	10,000	01/01/2015	
			Certificate No 3 of 20001-30000(10000)	10,000	15/10/2016	<a href="#">✎</a> <a href="#">✕</a>
			Certificate No 2 of 10001-20000(10000)	10,000	01/01/2015	



**Duplicate Share** | Documents

**Board Meeting for approving issuance of duplicate share certificates**

Do you want to incorporate this agenda in existing Board Meeting?  Yes  No

Date of Board Meeting:  Time of Board Meeting:

Authorized Director:

**Details of Share Certificates**

1.

Shareholder's Name	Share Certificate	No. of Shares	Date of Issue
<input type="text" value="Select Shareholder"/>	<input type="text" value="Select Share Certificate"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="dd/mm/yyyy"/>

Date of Indemnity Bond	Place of Indemnity Bond	Date of Affidavit	Place of Affidavit
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Place of Indemnity Bond"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Place of Affidavit"/>

The original share certificate(s) in respect of the shares as detailed below have been

**Signatory of New Certificates**

Signing Director:  Authorized Signatory:

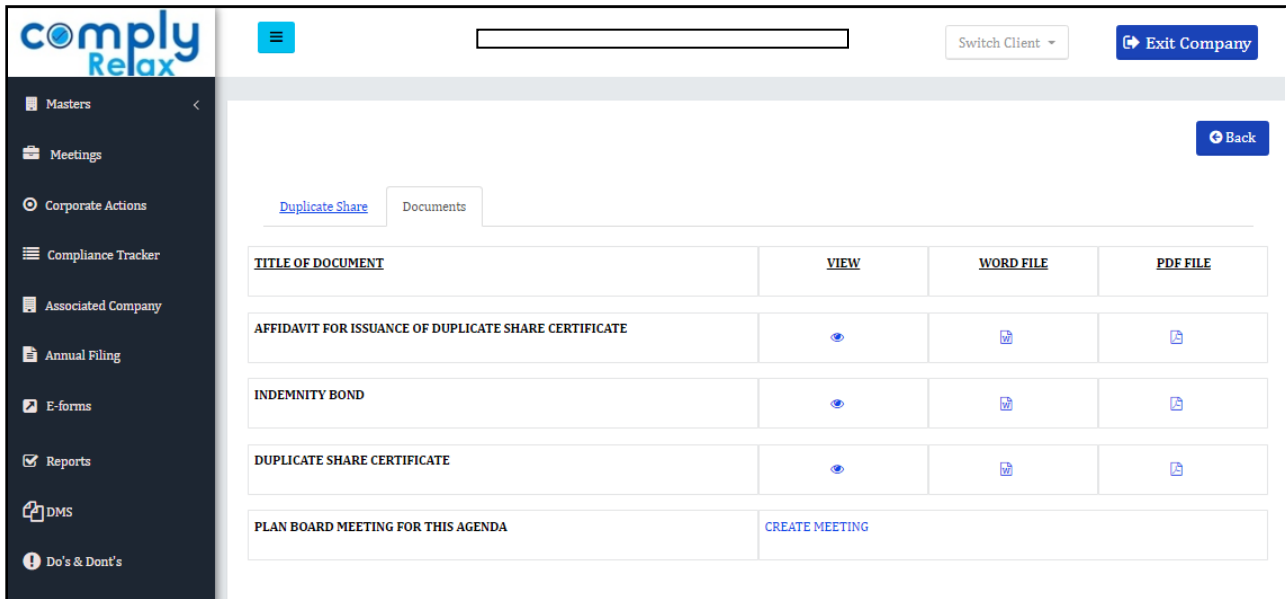
Date of Issue Duplicate Share Certificate:

**Submit**

As shown in the above figure, enter all the necessary details and click on submit.

Meeting as per your selection will be created or the agenda for issuance of duplicate share certificate will be added in the existing meeting that you select.

After submitting you can go to document section for downloading necessary documents. You can also view or download the share certificates from this section.



You can also download the duplicate share certificate at the share certificate master.

**Dashboard ⇒ Client ⇒ Select Company ⇒ Compliance Manager  
⇒ Master ⇒ Share Certificates**

On this window we have added separate tab for duplicate share certificates.

