



**Norms and Forms for requests for transmission, transposition, replacement/duplicate certificates, etc.**

*(For the kind attention of holders of shares in physical form)*


Securities and Exchange Board of India through [SEBI \(Listing Obligations and Disclosure Requirements\) \(Amendment\) Regulations, 2022](#) dated January 24, 2022 read with Circular [SEBI/HO/MIRSD/MIRSD\\_RTAMB/P/CIR/2022/8](#) dated January 25, 2022 has stipulated that listed companies shall henceforth issue the securities in dematerialized form only.

Accordingly in the case of requests for the following the application shall be in the prescribed **Form ISR-4**:

- i) Issue of duplicate securities certificate;
- ii) Claim from Unclaimed Suspense Account;
- iii) Renewal / Exchange of securities certificate;
- iv) Endorsement;
- v) Sub-division / Splitting of securities certificate;
- vi) Consolidation of securities certificates/folios;
- vii) Transmission;
- viii) Transposition;

**The provisions of the said SEBI Circular is effective from January 25, 2022.**

The relevant **Form ISR-4** is appended which may be downloaded and used for the connected purposes.

Form	Description	Download
Form ISR-4	Request for Issue of duplicate securities certificate, Claim from Unclaimed Suspense Account, Renewal / Exchange of securities certificate, Endorsement, Sub-division / Splitting of securities certificate, Consolidation of securities certificates/folios, Transmission and Transposition.	 Form ISR-4.pdf <hr/> <a href="#">Download</a>

For any clarification, please get in touch with our RTA:

**KFIN Technologies Limited**

Karvy Selenium, Tower-B, Plot No. 31 & 32, Financial District,  
Nanakramguda, SerilingampallyMandal, Hyderabad-500032, India

Toll Free No: 18003454001

Website: [www.kfintech.com](http://www.kfintech.com) | [ris.kfintech.com](http://ris.kfintech.com)

Email: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)