

## **Loss of share certificates**

### **Q. 1 I have lost/misplaced my share certificates. What are the steps that I should take to obtain duplicate share certificates?**

Please inform **M/s Karvy Computershare Pvt. Ltd, Unit: Hexaware Technologies Limited , Karvy Selenium,Tower B,Plot 31-32, Gachibowli, Financial District,Hyderabad - 500 032** about loss of share certificates quoting your folio number and details of share certificates if available. They shall immediately mark a caution on your folio to prevent any further transfer of shares covered by the lost share certificates.

Simultaneously, you will have to lodge a complaint with the police regarding loss of share certificates and also comply with the following formalities:

1. Furnish an acknowledged copy of the police complaint.
2. Furnish an indemnity for issue of duplicate share certificate.
3. Publish a notice in a newspaper for loss of share certificates and submit the paper cutting of the notice to the company. The notice should contain the details of registered shareholder(s), share certificate numbers and distinctive numbers of shares lost.

Upon receipt of all the above documents we shall proceed to issue duplicate share certificates to you.

However please note that if the lost share certificates and the valid transfer deeds are lodged with the company by a third party for transfer, the case will have to be dealt with on the basis of relevant facts and we shall advise further course of action at that time.

### **Q. 2 I have lost my share certificate with transfer deeds duly executed by me. How should I proceed to obtain duplicate share certificates?**

You have to follow the procedure described in the preceding answer.

### **Q. 3 What action should I take if I retrieve the original share certificate, which I had reported to be lost to the company?**

Please surrender the original share certificate to **M/s Karvy Computershare Pvt. Ltd, Unit: Hexaware Technologies Limited , Karvy Selenium,Tower B,Plot 31-32, Gachibowli, Financial District, Hyderabad - 500 032** immediately if the duplicate share certificates have been issued. However, if the original share certificates are found before you comply with the procedure for obtaining duplicate share certificate, please inform the registrar and share transfer agents immediately so that they can remove the caution immediately from your folio.