

SECTION III – DEMAT / REMAT RELATED MATTERS

13. Issuance of Securities in dematerialized form in case of Investor Service Requests.^{14&15}

13.1. Listed companies shall issue securities in dematerialized form only (while processing the following service requests:

- 13.1.1. Issue of duplicate securities certificate;
- 13.1.2. Claim from Unclaimed Suspense Account;
- 13.1.3. Renewal / Exchange of securities certificate;
- 13.1.4. Endorsement;
- 13.1.5. Sub-division / Splitting of securities certificate;
- 13.1.6. Consolidation of securities certificates/folios;
- 13.1.7. Transmission;
- 13.1.8. Transposition;

13.2. The securities holder/claimant shall submit duly filled up [Form ISR-4](#) (to be hosted on the website of the Issuer Companies and the RTAs) along with the documents/details specified therein. For item nos. 13.1.3 to 13.1.8 in paragraph 13.1 above, the RTA/Issuer Company shall obtain the original securities certificate(s) for processing of service requests.

The investors shall have a demat account before submitting the service request. Latest Client Master List ('CML') of the demat account, not older than two months and duly attested by the Depository Participant ('DP') and duly filled in demat conversion request form shall be submitted by the investor along with the service request to the RTA.”

13.3. The RTA/Issuer Company shall verify and process the service requests and thereafter issue securities to the securities holder/claimant in dematerialised form, directly in the demat account of the securities holder/claimant, within 30 days of its receipt of such request after removing objections, if any.

¹⁴ SEBI/HO/MIRSD/[MIRSD RTAMB/P/CIR/2022/8](#) dated January 25, 2022;

¹⁵ [HO/38/13/\(3\)2026-MIRSD-POD/I/3763/2026](#) dated January 30, 2026