**LETTER OF UNDERTAKING FOR ISSUE OF DUPLICATE DIVIDEND WARRANT**

Dated:

To,

The Board of Directors,

Company Name

**Subject- Issue of Duplicate dividend warrant**

Dear Sir,

This is to state that I/We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the applicant(s)] aged \_\_ years, residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address of the applicant), hold \_\_\_\_ equity shares of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of company) of Rs.\_\_ each.

Dividend warrant was issued to me/us by the company but the same has been lost/misplaced.

The details of same are as below-

Folio No.-

MICR No.-

Dividend warrant no. \_\_\_\_\_\_\_\_\_\_ for Rs. \_\_\_\_\_\_\_\_ for the financial year \_\_\_\_\_\_\_\_\_\_.

I/We confirm that I have not encashed the said dividend warrant and thus request the company to issue duplicate dividend warrant in lieu of it.

I/We hereby undertake to make good to the company all costs, expenses and loss which may be incurred by the Company in consequence of a fresh Dividend Warrant now being issued to me/us.

I/We also undertake to surrender the said original dividend warrant to the company for cancellation, if and when the same is found at a later date.

Yours faithfully,

(Signature of the first Holder)

Name-

Address-

Name & Address of witness Signature of Witness

1.

2.