

## LETTER OF UNDERTAKING FOR ISSUE OF DUPLICATE DIVIDEND WARRANT

To  
The Board of Director  
Company Name XXXXXXXXXX  
Address XXXXXXXXXX

Dear Sir,

Re: Issue of duplicate dividend Warrant with folio No.

I/We \_\_\_\_\_  
wish to inform you that the aforesaid original Dividend warrant(s) mailed to me/ us has/ have not been received by me/ us and seems to have been lost in postal transit. I/We hereby declare and confirm that I/we has/have not got the aforesaid Dividend warrant(s) encashed and realized through my/ our bankers.

I/We also undertake that if the aforesaid original dividend warrant(s) is/ are hereafter found, then I/ we shall return/ surrender the said original dividend warrant(s) is/ are hereafter found, then I/we shall return/ surrender the said original dividend warrant(s) to the Company for cancellation.

I/We hereby request the Company to issue me/ us duplicate dividend warrant(s) in lieu of the aforesaid original warrant(s) and also hereby undertake to reimburse the Company against all claims, demands, actions, liabilities and expenses which may be made or incurred by the Company on account of issuing the said duplicate dividend warrant(s) to me/us.

I/we also hereby authorized the Company to adjust the said sum from any future payments due to me/ us under the above Folio(s).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_ at \_\_\_\_\_  
(place)

SR. NO	Name of the Holder (s)	SR. NO	Signature of the Holder (s)
1.		1.	
2.		2.	
3.		3.	

Signature of Witness: \_\_\_\_\_

Address of Sole/ 1st holder :

**Note:-** To avoid the incidence of fraudulent encashment of the warrants, Members are requested to intimate the Company under the signature of the sole/ first joint holder, the following information, so that the Bank Account Number, Name & address of the Bank can be printed on the Dividend Warrant.

1. Name of Sole/ First/ Joint Holder & Folio No. \_\_\_\_\_

2. Particulars of Bank Account, viz.

i) Name of the Bank \_\_\_\_\_

ii) Name of Branch \_\_\_\_\_

iii) Complete Address of the Bank with Pin code \_\_\_\_\_

iv) Account Type, whether Savings (SB) or Current Account (CA) \_\_\_\_\_

v) Bank Account No. allotted by the Bank \_\_\_\_\_

vi) 9 Digit MICR Code appearing on the MICR Cheque issued by the Bank (please attach the photocopy of a Cheque or a blank cancelled Cheque issued by your bank for verifying the accuracy of the code number.