

निवेशक संबंध विभाग  
प्रधान कार्यालय :  
स्टार हाउस, सी-5, "जी" ब्लॉक,  
8वीं मंजिल,  
बान्द्रा कुर्ला संकुल,  
बान्द्रा (पूर्व),  
मुंबई - 400 051  
दूरध्वनि : (022)- 6668 4490  
फैक्स : (022)- 6668 4491  
ईमेल: headoffice.share@bankofindia.co.in



INVESTOR RELATIONS CELL  
HEAD OFFICE :  
Star House, C-5, "G" Block,  
8th Floor (East Wing),  
Bandra- Kurla Complex,  
Bandra (East)  
Mumbai - 400 051  
Phone : (022)- 6668 4490  
Fax : (022)- 6668 4491  
E-Mail : headoffice.share@bankofindia.co.in

संदर्भ क्र. Ref. No.: HO:IRC:NK:2019-20: 406

दिनांक Date: 07.12.2019

|  |  |
|--|--|
| Script Code: BANKINDIA   | Script Code: 532149  |
| The Vice President – Listing Department,<br>National Stock Exchange of India Ltd.,<br>Exchange Plaza,<br>Bandra Kurla Complex, Bandra East,<br>Mumbai 400 051. | The Vice-President – Listing Department,<br>BSE Ltd.,<br>25, P.J. Towers, Dalal Street,<br>Mumbai 400 001. |

महोदय/महोदया Dear Sir/Madam,

**Intimation of Loss of Share Certificate**

Pursuant to Regulation 39(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, this is to inform that our Registrar and Share Transfer agents (RTA) has received the information about loss of share certificates and requested them to issue duplicate share certificates in the following cases (Proof of date of receipt of intimation is enclosed):

| Sr. No. | Folio No. | Name of the Shareholder(s)                        | No. of Shares | Certificate No.     | Distinctive Nos. |           |
|---------|-----------|---|---------------|---------------------|------------------|-----------|
|         |           |   |               |                     | From             | To        |
| 1       | 043575    | RAJALAKSHMY KRISHNAN<br>JT1: SREENIVASAN KRISHNAN | 600           | 1105129-<br>1105134 | 609898301        | 609898900 |
| 2       | 420070    | ROHIDAS PAGDHARE                                  | 500           | 473221-<br>473225   | 538312001        | 538312500 |
| 3       | 137958    | PRAKASH KASPALE                                   | 100           | 78058               | 496795701        | 496795800 |
| 4       | 374152    | A NIZAM   | 100           | 375684              | 526558301        | 526558400 |
| 5       | 531001    | SHARDA AGRAWAL                                    | 100           | 177878              | 506777701        | 506777800 |

Presently Bank has received only request letters / emails for procedure for obtaining duplicate share certificates

Bank shall initiate the process for Issuance of Duplicate Share Certificate only after receipt of requisite documents and completion of formalities like newspaper advertisements, etc.

धन्यवाद Thanking you,

भवदीय Yours faithfully,



(Nitish Kumar)  
Senior Manager

[External]Fwd: Duplicate Share Intimations Received On : 05122019

X DELETE   ← REPLY   ⇐ REPLY ALL   → FORWARD   ...



Prasad <bssduplicate@bigshareonline.com>

Mark as unread

Fri 06/12/2019 12:31

To: Rajeev Bhatia; Investor Relations Department;

Cc: vijay@bigshareonline.com; bssduplicate@bigshareonline.com; bhagwan@bigshareonline.com;

📎 1 attachment

503275.pdf

Caution: This email originated from a source outside Bank of India.

Dear Sir/Ma'am,

Please be informed that in terms of the provisions of the SEBI (LODR) Regulations, 2015, the Company is required to submit information regarding loss of share certificates and issue of duplicate certificates, to the stock exchange within two days of its getting information. Further, the said intimation has to be filed only through the mode of NEAPS filing for NSE and on listing.bseindia.com for BSE and not via hard copy submission.

Accordingly, we are sharing herewith the receipt of the following request for loss of share certificate of the Company by shareholders, to enable you to comply with the said regulatory requirement within the timelines prescribed.

| Client Name   | Cert. No        | Dist. No From | Dist. NO. To | Folio No. | Quantity | Name  |
|---------------|-----------------|---------------|--------------|-----------|----------|---|
| BANK OF INDIA | 1105129-1105134 | 609898301     | 609898900    | 043575    | 600      | RAJALAKSHMY KRISHNAN<br>JT1: SREENIVASAN KRISHNAN |

Should you have any queries in respect of the aforesaid instruction kindly revert back.

Regards,

Bigshare Services Pvt. Ltd.

BSS DUPLICATE

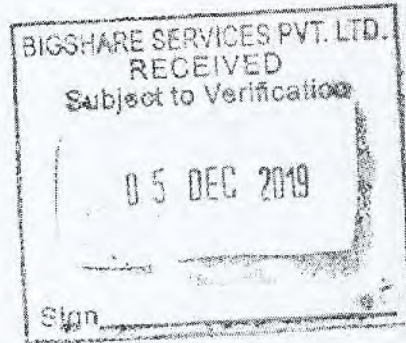
=====  
Alert: External Mail! Exercise caution while opening URL/attachment.

Duf- p20 -

DUS60

Date:-03/12/2019

To,  
The Manager,  
Bigshare services Pvt. Ltd.  
From,  
Ganesh Krishnan Iyer  
Mob # 9867378395



503275

Sub: - Application for duplicate cum transmission of Bank Of India Shares.

Dear Sir/Madam,

I GANESH KRISHNAN IYER is the son of late Smt. RAJALAKSHMI KRISHNAN (Died on 31/12/2017) and Late Shri. SRINIVASAN KRISHNAN (Died on 23/11/2016). My Mother (First Holder) and Father (Second Holder) are joint holders of BANK OF INDIA Shares with the FOLIO NO - 043575.

These share are in the hard form and they have not been converted in the electronic form (Dmat).

Unfortunately the hard copy of the share certificate got misplaced and I need to convert the share into my name and in electronic form.

I have completed the legal formalities and completed the documentation as requested by you vide letter dated 31/10/2019 (BSS/BOI/RAF/191165/178580) and is enclosed hear with for further processing.

Kindly do the needful at the earliest.





Thanking you,

Yours faithfully

Ganesh Krishnan Iyer

03/12/2019.

FW: [External]Duplicate Share Intimations Received On : 03122019

 DELETE
  REPLY
  REPLY ALL
  FORWARD
  ...




Rajeev Bhatia

Sat 07/12/2019 15:12

Mark as unread

To: Investor Relations Department;

 3 attachments
 

503069.pdf

503101.pdf

503076.pdf

Download all

Dear Sir/Ma'am,

Please be informed that in terms of the provisions of the SEBI (LODR) Regulations, 2015, the Company is required to submit information regarding loss of share certificates and issue of duplicate certificates, to the stock exchange within two days of its getting information. Further, the said intimation has to be filed only through the mode of NEAPS filing for NSE and on listing.bseindia.com for BSE and not via hard copy submission.

Accordingly, we are sharing herewith the receipt of the following request for loss of share certificate of the Company by shareholders, to enable you to comply with the said regulatory requirement within the timelines prescribed.

| Client Name          | Cert. No          | Dist. No<br>From | Dist. NO.<br>To | Folio<br>No. | Quantity | Name                |
|----------------------|-------------------|------------------|-----------------|--------------|----------|---------------------|
| BANK OF INDIA<br>LTD | 473221-<br>473225 | 536312001        | 536312500       | 420070       | 500      | ROHIDAS<br>PAGDHARE |
| BANK OF INDIA<br>LTD | 78058             | 496795701        | 496795800       | 137958       | 100      | PRAKASH KASPALE     |
| BANK OF INDIA<br>LTD | 375684            | 526558301        | 526558400       | 374152       | 100      | A NIZAM             |

Should you have any queries in respect of the aforesaid instruction kindly revert back.

Regards,

Bigshare Services Pvt. Ltd.

BSS DUPLICATE

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 Alert: External Mail! Exercise caution while opening URL/attachment.

QUESTIONNAIRE FORM

Form to be filled in by applicant(s) for issue of duplicate certificate(s) in respect of shares for which original certificate(s) is / are lost.

BANK OF INDIA

1. Full name of holder & joint holder (s), if any (fill in identical Order) **ROHIDAS KESHAV PAGDHARE.**

2. Number of shares held for which duplicate certificate (s) is / are being sought **500** Folio No. **420070**

3. Distinctive number of the shares in respect of which certificate (s) is / are lost must tally with no. given in item 2. **536312001 - 536312500**

How did the holder(s) lose the shares in respect of which certificate (s) is / are lost? **Year 1996** (Quote atleast approx. date / period)  
**Through Bank employee.**

Where were the shares found? **7-11-2019** (Quote atleast approx. date / period)  
**From my residence.**

Under what circumstances did the above certificates were not traceable? **After my residence repairs, share certificates were not traceable.**

Have you signed transfer form(s) or any other document(s) disposing the lost certificate (s)? **Nil**

Give particulars of the transactions. **Nil** (If your answer is YES you must furnish the Bank with a Prohibitory Order from a competent court to stop transfer of shares in the name(s) of any other person(s))

Have shares sold / mortgaged / otherwise disposed of either by the holder / applicant or any other person? Give particulars of the transactions. **Nil**

Have any charges made for the above certificate(s)? **yes.**

Have you prepared to issue duplicate certificate(s), if you are applicant, in accordance with the conditions specified in the conditions of issue of duplicate certificate(s)?

- a. Advertisement in newspaper  **yes**
- b. Execution of Indemnity with approved surety/ies?  **yes.**

|                      |
|----------------------|
| For Office Use Only  |
|                      |
| Signature Checked by |

Present Address **R.K. PAGDHARE**  
**23, BuildArch Terrace, Shitla Devi**  
**Temple RD. Shitla Devi Mahim**  
**Mumbai**

1) *Wbger*

**B. P. SHARMA**  
B.Sc., LL.B.  
Advocate High Court  
Shop No. 1, Opp. Bandra Court,  
A. K. Marg, Bandra (East),  
Mumbai - 400 051.

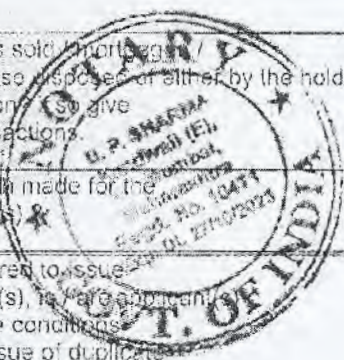
**BEFORE ME**

*B. P. Sharma*  
**B. P. SHARMA**  
B.Sc., LL.B.  
NOTARY  
MAHARASHTRA  
(Govt. of India)

PIN **410101**

Register Sr. No. **792/2019**

Signature (s) of the applicant(s) *Rohidas Pagdhare*  
Mobile No. **9869463814**  
Phone No. **Reg No 1047**  
Email Id. **r.k.pagdhare@gmail.com**



07

DUP P80  
(BOI)

Issue of duplicate shares  
**BANK OF INDIA**

Folio No. : 137958

DUSS8.

Please find herewith the following documents for issuing duplicate share certificate(s).  
**503101**

| Sr. | List of documents   | Attached/NA |
|-----|---|-------------|
| 1   | Questionnaire form duly notarised "Q" *   | ✓           |
| 2   | Affidavit on Rs.100/- "A" (duly notarised) *  | ✓           |
| 3   | Indemnity agreement on Rs.500/- "I" (duly notarised) *  | ✓           |
| 4   | Surety form, if more than 200 shares "S" (duly notarised) *   | X           |
| 5   | Original FIR/complaint lodged with local police station for the lost/stolen/theft mentioning folio, certificate and distinctive number of the shares. *               | ✓           |
| 6   | DD in favour of Bank of India payable at Mumbai for Rs. 1225/- towards advertisement in news paper, if 400 & above shares.  | ✓           |
| 7   | Self- attested copy of PAN card of all shareholders, witnesses & surity.  | ✓           |
| 8   | Self- attested copy of Telephone/Electricity bill (not older than 3 months)/ Voter Id of all holders, witnesses & surity.   | ✓           |
| 9   | Signature attested by bank manager under his / her official stamp & seal with name, employee code & phone number of bank. *   | ✓           |
| 10  | Cancelled cheque having pre-printed name of all holders   | ✓           |
| 11  | Affidavit for change of signature. (if change/difference in signature) *  | ✓           |
| 12  | True certificated copy of death certificate (if name deletion).   | X           |
| 13  | In case of Company, Banks & Fis, True certified copy of Memorandum of Association, Board Resolution and list of authorized signatories with their specimen signature. | X           |
| 14  | In case of foreign shareholder, copy(s) of Passport attested by Consular / Embassy/ Competent Authority & RBI permission  | ✓           |

\* Format attached

I/We have checked and insured that the documents are complete & details filled are proper as per the procedure /instruction sheet provided by you.

|                                    |   |   |
|------------------------------------|---|---|
| Name & signature of shareholder(s) |   | BIGSHARE SERVICES PVT. LTD.<br>RECEIVED<br>Subject to Verification<br><br>03 DEC 2019 |
| 1<br><i>Raspak</i>                 | 2 |   |

Note:

- Please submit the documents in above order in single set.
- Before submitting, please insure that the documents are complete as per the procedure & details filled are proper.
- Procedure for obtaining duplicate share certificate(s) is rather costly and time consuming. We would therefore request you, in your own interest, to make a thorough and careful search for the missing share certificate(s) at your end and confirm. However on receipt of the documents executed above and found in order, the same will be placed before the Board of Directors of the Bank for its approval, provided no claim has been received against the said shares such as theft, loss, etc. Normally the time taken for issue of duplicate certificates is 45 days from the date of Lodgment.
- Complete details of shares lost i.e. Name of all the registered holders, Folio number, Certificate numbers, Distinctive numbers and number of Shares must be mentioned in Indemnity, Affidavit, Police complaint & Advertisement. In case you do not have the details, kindly write to us in this regard.
- Name and registered office address of Company must be present at relevant places.
- Before proceeding further with the compliance of formalities for issue of duplicate Share certificates, you may please be sure that the said shares have not been sold by you in the past. It may happen that the Share Certificates standing in your name have been sold in the past but not lodged for registration of transfer by the respective buyer and the shares are still standing in your name.

9442454306  
DQ/P70-P  
DUSSG.

BIGSHARE SERVICES PVT. LTD.  
1st floor, Bharat Tin works Building, Opp. Vasant Oasis, Makwana Road,  
Marol, Andheri (E), Mumbai - 400 059, Tel : +91 22 62638200 .

DUPLICATE OBJECTION MEMO

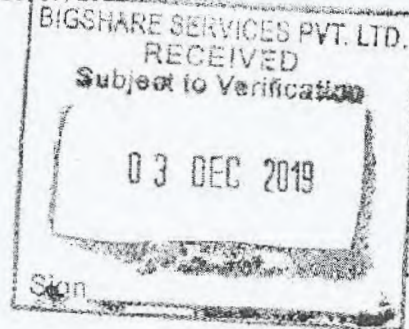
Ref No: BSS/Cbj/1786/DU469/Q0262

REGISTERED POST

DATE : 30/07/2019

A NIZAM  
DHARU NOOR,  
DISHAS NAGAR,  
15, AYATHIL P.O.,  
MADAKKEVILA, PATTATHANAM,  
KOLLAM - 691021,  
KERALA

503076



UNIT : BANK OF INDIA - EQUITY  
SUBJECT : SHARE DUPLICATE ISSUE  
FOLIO : 374152

Dear Sir / Madam ,

This has reference to your request for issue of Duplicate shares.

In this connection we would like to inform you that, while scrutinizing your request for issue of duplicate shares, we find that below mentioned documents are not in order.

1. Kindly provide the Distinctive nos given in Questionnaire form. ✓
2. There is signature mismatch in the documents. Kindly execute an affidavit for change in signature on Rs.100/- non-judicial stamp paper drawn in the name of the applicant. It must be duly attested by the notary public. (Refer attached format). ✓
3. Shareholder's Photo required in both the Indemnity & Affidavit in the places marked in pencil by us. ✓
4. Kindly provide the Full Name & Address in the Affidavit ✓
5. Indemnity format has been manually edited where Distinctive nos are to be mentioned. Kindly provide the same to us in proper format. ✓
6. Surety form not given & Surety Name & Signature are not given in the Indemnity. Kindly rectify. ✓
7. Kindly provide the Surety self attested copy of Pan Card, Address proof

Hence we are returning herewith the said documents i.e. Indemnity Bond/Affidavit & other supporting documents with a request you to resubmit the same as advised with the required documents as mentioned above to enable us to proceed further in the matter.

Details of the Share Certificates Lost / Misplaced are as follows.

| Folio. No. | Cert No From - To | Distinctive No From - To | Total Cert(s) | No. of Shares |
|------------|-------------------|--------------------------|---------------|---------------|
| 374152     | 375684 - 375684   | 526558301 - 526558400    | 1             | 100           |
| Total      |                   |                          | 1             | 100           |

Thanking you and assuring of our best services, always.

Yours faithfully

For Bigshare Services Private Limited

*(Authorised Signatory)*

(Authorised Signatory)

FROM  
NIZAM.A  
DHARULNOOR  
USHAS NAGAR 15  
KOLLAM  
PH ; 9447454366

TO  
THE MANAGER  
BIGSHARE Service Pvt.ltd  
Mumbai

Dear sir ,

Reg : issuance of Duplicate Share Certificate

Ref : My letter dated on 25-06-2019 / your letter dtd 30/7/19

Write Reference to the above lam including the document as per your request for Issue of duplicate share certificate .

1. Questionnaire form
2. Executed indemnity on Rs 500/-
3. Affidavit
4. Aadhaar copy and PAN card copy – self attested
5. Signature attested by bank manager
6. Cancelled cheque

Kindly expedite the same .Please note the change in address also and change the same with your records for further correspondence.

Thanking you  
KOLLAM

26-11-2019

Your faithfully  
Nizam.A



FW: [External]Duplicate Share Intimations Received On : 02122019

X DELETE   ← REPLY   ⇐ REPLY ALL   → FORWARD   ...



**Rajeev Bhatia**  
Sat 07/12/2019 15:12

Mark as unread

To: Investor Relations Department;

📎 1 attachment

502969.pdf

Dear Sir/Ma'am,

Please be informed that in terms of the provisions of the SEBI (LODR) Regulations, 2015, the Company is required to submit information regarding loss of share certificates and issue of duplicate certificates, to the stock exchange within two days of its getting information. Further, the said intimation has to be filed only through the mode of NEAPS filing for NSE and on listing.bseindia.com for BSE and not via hard copy submission.

Accordingly, we are sharing herewith the receipt of the following request for loss of share certificate of the Company by shareholders, to enable you to comply with the said regulatory requirement within the timelines prescribed.

| Client Name       | Cert. No | Dist. No From | Dist. NO. To | Folio No. | Quantity | Name           |
|-------------------|----------|---------------|--------------|-----------|----------|----------------|
| BANK OF INDIA LTD | 177878   | 506777701     | 506777800    | 531001    | 100      | SHARDA AGRAWAL |

Should you have any queries in respect of the aforesaid instruction kindly revert back.

Regards,

Bigshare Services Pvt. Ltd.

BSS DUPLICATE

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Alert:External Mail! Exercise caution while opening URL/attachment.

DUSS4

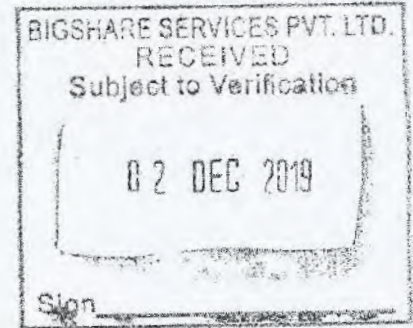
FOLIO No = 531001

DUP-P20

Procedure for Issue of duplicate share certificate(s). BOI

Documents required :

- ✓ 1. Questionnaire form (Marked "Q")
- ✓ 2. An executed Indemnity agreement on Rs.500/- (Marked "I")
- ✓ 3. Affidavit on Rs.100/- (Marked "A")
- ✓ 4. Surety form (Marked "S") (if more than 200 shares)
- ✓ 5. Original FIR or complaint lodged with local police station for the lost/stolen/theft share certificates mentioning folio, certificate number and distinctive number details of the shares, duly Notarised.
- ✗ 6. DD in favour of Bank of India payable at Mumbai for Rs. 1225/- towards advertisement in news paper, if 400 & above shares.
- ✓ 7. Self- attested copy of PAN card of all shareholders & witnesses.
- ✓ 8. Self- attested copy of Telephone/Electricity bill (not older than 3 months)/ & Voter ID of all shareholders & witnesses.
- ✓ 9. Signature attested by bank manager under his / her official stamp & seal with name, employee code & phone number of bank.
- ✓ 10. Cancelled cheque.
- ✗ 11. True certificated copy of death certificate (if name deletion).
- ✗ 12. In case of Company, Banks & FIs. True certified copy of Memorandum, Articles of Association and Board Resolution having a list of authorized signatories with their specimen signature.
- ✗ 13. In case of foreign shareholder, copy(s) of Passport attested by Consular / Embassy/ Competent Authority & RBI permission



Note :

1\_Please be informed that the procedure for obtaining duplicate share certificate(s) is rather costly and time consuming. We would therefore request you, in your own interest, to make a thorough and careful search for the missing share certificate(s) at your end and confirm. However on receipt of the documents executed as above and found in order, the same will be placed before the Board of Directors of the Bank for its approval, provided no claim has been received against the said shares/debentures/bonds. Normally the time taken for issue of duplicate certificates is 45 days from the date of Lodgment.

2\_Complete details of shares lost i.e. Name of all the registered holders, Folio number, Certificate numbers, Distinctive numbers and number of Shares must be mentioned in Indemnity, Affidavit, Police complaint & Advertisement. In case you do not have the details, kindly write to us in this regards.

3\_Name and registered office address of Company must be present at relevant places.

4\_Before proceeding further with the compliance of formalities for issue of duplicate Share certificates, you may please be sure that the said shares have not been sold by you in the past. It may happen that the Share Certificates standing in your name have been sold in the past but not lodged for registration of transfer by the respective buyer and the shares are still standing in your name

**QUESTIONNAIRE FORM**

Form to be filled in by applicant(s) for issue of duplicate certificate(s) in respect of shares for which original certificate(s) is / are lost

**BANK OF INDIA**

|     |  |   |
|-----|--|---|
| 1.  | Full name of holder & joint holder(s), if any (fill in Identical Order)  | SHARDA AGRAWAL  |
| 2.  | Number of shares held for which duplicate certificate(s) is / are being sought   | 100 Shares Folio No. 581001   |
| 3.  | Distinctive number of the shares in respect of which certificate(s) is / are lost must tally with no. given in item 2)   | 506777701 TO 506777800  |
| 4.  | When and how did the holder(s) acquire the shares in respect of which certificate(s) is / are lost?  | 20th May 1997 (original issue) (Quote atleast approx date / period)               |
| 5.  | When and where were the certificate(s) lost or found to be missing   | 26/11/2018 VASUNDHARA (Quote atleast approx date / period)                        |
| 6.  | Full statement of the circumstances regarding loss of the above Certificate( s)  | FIR COPY  |
| 7.  | Were any signed transfer form(s) accompanying the lost certificate(s) ? if so give full particulars of the transactions  | No  |
| 8.  | Were these shares sold / mortgaged / pledged or otherwise disposed of either by the holder / applicant or by any other person? If so give full particulars of transactions.  | In case answer to 7 above is YES Attach document(s) in support of your statement. |
| 9.  | Was diligent search made for the missing certificate(s) ?  |   |
| 10. | If the Bank is prepared to issue duplicate certificate(s), is / are applicant(s) prepared to fulfill the conditions preliminary to the issue of duplicate certificate( s) viz<br>a. Advertisement in newspaper<br>b. Execution of Indemnity with approved surety/ies ? | For Office Use Only   |
|     |  | Signature Checked by  |

Present Address

Rd-2 / 1002,  
Gardenia Colony, Phase I,  
Sector 3, Vasundhara,  
Gurgaon, Haryana, India  
PIN 201012

1) ✓ Sharda Agrawal  
2) \_\_\_\_\_  
3) \_\_\_\_\_  
Signature(s) of the applicant(s)

Phone NO. 9929428739  
Mobile No. 9971099605  
E-mail ID. \_\_\_\_\_



**ATTESTED**

Notary Public  
Mohar Chand Paul  
Registration No. 12410

17 OCT 2019