

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

बैंक ऑफ इंडिया  
Bank of India **BOI**

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: 498

दिनांक Date: 19.12.2019

Script Code: BANKINDIA	Script Code: 532149
The Vice President – Listing Department, National Stock Exchange of India Ltd., Exchange Plaza, Bandra Kurla Complex, Bandra East, Mumbai 400 051.	The Vice-President – Listing Department, BSE Ltd., 25, P.J. Towers, Dalal Street, 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	228887	DEBI PRASANNA BANERJEE	100	168987	505888601	505888700
2	0000324	RAMA DEVI	100	228886	505888501	505888600
3	090786	PRITI GARG	100	30886	492078501	492078600
4	540033	SAKUNTALA MOHARANA	100	382217	527211601	527211700

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] Duplicate Share Intimations Received On :16122019

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



Prasad <bssduplicate@bigshareonline.com>  
Mon 16/12/2019 18:42

Mark as unread

To: Rajeev Bhatia; Investor Relations Department;  
Cc: bhagwan@bigshareonline.com; vijay@bigshareonline.com;

📎 2 attachments

504234.pdf      504235.pdf

Download all

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	168987	505888601	505888700	228887	100	DEBI PRASANNA BANERJEE
BANK OF INDIA	228886	505888501	505888600	0000324	100	RAMA DEVI

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

Regards,

Bigshare Services Pvt. Ltd.

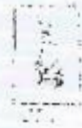
BSS DUPLICATE

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



*I am flow in your instruction*

*DUP - pro*



## Bigshare Services Pvt. Ltd.

BSS/BOI/135925/124809

Date : 28/11/2017

DEBI PRASANNA BANERJEE

110

RAJ DANGA

THAKURTALA MATH, KOLKATA

WEST BENGAL 700078

Unit : BANK OF INDIA - EQUITY



DUS69

Subject :- Request for Issue of Duplicate procedure / Change Of Address

Folio/DPIDCLID :228887

No Of Shares : 100

Certificate No : 168987

Distinctive No : 505888601-505888700

**504235**

Dear Sir/Madam,

We are in receipt of your letter received on 25/11/2017 regarding the captioned subject.

1.To enable us to issue duplicate Share Certificates you are requested to arrange to complete the following documents as per pro-forma enclosed.

- i) Questionnaire form (Marked "Q")
- ii) Affidavit (Marked "A")
- iii) Indemnity Bond (Marked "I")
- iv) Surety form (Marked "S") required to be completed only where the No. of Shares are more than 200.

Instructions for completing the aforesaid forms are given in an attached sheet.

2) The Following documents should also be sent to us

- i)Duly attested copy of PAN card.
- ii)Signature Attestation By Bank Manager (of all holders) under his / her official stamp indicating thereon his/her name,authorization code number,telephone number as also the account number of the investor with the bank .
- iii)Duly attested copy of Telephone Bill , Electricity bill (not older than 3 months) and Voter ID.
- iv) Request letter to be signed by all holders.

3) In the case of Shares reported stolen/lost, a copy of FIR lodged with police is also required to be sent alongwith the documents referred to in para '2' above.

4) For assistance in completing the aforesaid forms you may approach any Branch of Bank of India convenient to you, who would also arrange to forward the documents to Head office of the bank. This letter should be produced to the Branch whom you approach for assistance. The Branch would arrange to assess the worth of the proposed surety on the basis of "Surety form" to be submitted by the proposed surety. After verification of the details furnished by the Surety, it would be signed by an officer - of Branch under his code Number. The branch would arrange for witnessing of the indemnity form and also for verification of copy of FIR for which the Original should be produced to them.

5) Please importantly note to sign all the aforesaid documents in the mode as appearing in your Share

### Branches

NEW DELHI  
Phone No:- 011-23522373

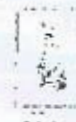
AHMEDABAD  
Phone No:-079-40392571

HYDERABAD  
Phone No:- 040-40144582

1st floor, Bharat Tin works Building, Opp. Vasant Oasis, Makwana Road,  
Marol,Andheri (E), Mumbai - 400 059  
Phone:+91 22 62638200 Fax +91 22 62638299, Email : investor@bigshareonline.com

I am flow in your instruction

Dup-pro



## Bigshare Services Pvt. Ltd



DV568.

BSS/BOI/135924/124808

Date : 28/11/2017

RAMA DEVI  
110, RAJ DANGA , THAKURTALA MATH  
WEST BENGAL  
KOLKATA  
KOLKATA 700078

Unit : BANK OF INDIA - EQUITY

Subject :- Request for Issue of Duplicate procedure / Change Of Address

Folio/DPIDCLID :228886

No Of Shares : 100  
Certificate No ; 168986  
Distinctive No : 505888501-505888600

504234

Dear Sir/Madam,

We are in receipt of your letter received on 25/11/2017 regarding the captioned subject.

1.To enable us to issue duplicate Share Certificates you are requested to arrange to complete the following documents as per pro-forma enclosed.

- i) Questionnaire form (Marked "Q")
- ii) Affidavit (Marked "A")
- iii) Indemnity Bond (Marked "I")
- iv) Surety form (Marked "S") required to be completed only where the No. of Shares are more than 200.

Instructions for completing the aforesaid forms are given in an attached sheet.

2) The Following documents should also be sent to us

- i)Duly attested copy of PAN card.
- ii)Signature Attestation By Bank Manager (of all holders) under his / her official stamp indicating thereon his/her name,authorization code number,telephone number as also the account number of the investor with the bank .
- iii)Duly attested copy of Telephone Bill , Electricity bill (not older than 3 months) and Voter ID.
- iv) Request letter to be signed by all holders.

3) In the case of Shares reported stolen/lost, a copy of FIR lodged with police is also required to be sent alongwith the documents referred to in para '2' above.

4) For assistance in completing the aforesaid forms you may approach any Branch of Bank of India convenient to you, who would also arrange to forward the documents to Head office of the bank. This letter should be produced to the Branch whom you approach for assistance. The Branch would arrange to assess the worth of the proposed surety on the basis of "Surety form" to be submitted by the proposed surety. After verification of the details furnished by the Surety, it would be signed by an officer - of Branch under his code Number. The branch would arrange for witnessing of the indemnity form and also for verification of copy of FIR for which the Original should be produced to them.

5) Please importantly note to sign all the aforesaid documents in the mode as appearing in your Share

### Branches

NEW DELHI  
Phone No:- 011-23522373

AHMEDABAD  
Phone No:-079-40392571

HYDERABAD  
Phone No:- 040-40144582

1st floor, Bharat Tin works Building, Opp. Vasant Oasis, Makwana Road,  
Marol,Andheri (E), Mumbai - 400 059

Phone:+91 22 62638200 Fax +91 22 62638299, Email : investor@bigshareonline.com

[External]Duplicate Share Intimations Received On :17122019

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



Prasad <bssduplicate@bigshareonline.com>

Mark as unread

Tue 17/12/2019 19:03

To: Rajeev Bhatia; Investor Relations Department;

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

📎 2 attachments

504443.pdf   504450.pdf

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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 - EQUITY	30886	492078501	492078600	090786	100	PRITI GARG
BANK OF INDIA - EQUITY	382217	527211601	527211700	540033	100	SAKUNTALA MOHARANA

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.

Dup-P<sup>20</sup>

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

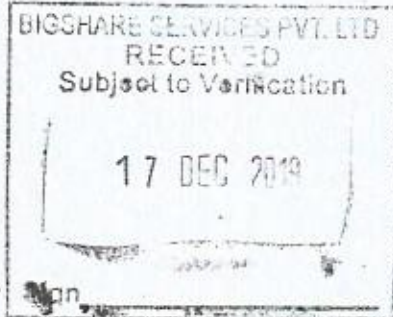
Ref No: BSS/Obj/1786/DU476/Q0270

REGISTERED POST  
DATE : 06/08/2019

DUST

KRITI GARG  
H/S LAXMI ME...L ORKS,  
SARAI HAKEEM,  
ALIGARH 202001,  
U.P.

504443



UNIT : BANK OF INDIA - EQUITY  
SUBJECT : SHARE DUPLICATE ISSUE  
FOLIO : 090786

Dear 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.

- ✓ Photographs of the shareholders should be affixed in both Indemnity & Affidavit in spaces marked in pencil by us.
- ✓ Kindly submit the self attested copy of latest electricity bill / telephone bill. (not more than 3 months old)
- ✓ FIR copy should be attested by notary public.

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
090786	30886 - 30886	492078501 - 492078600	1	100
Total			1	100

Thanking you and assuring of our best services, always.

Yours faithfully

For Bigshare Services Private Limited

(Authorised Signatory)

✓ ALL OBJECTIONS ARE CLEARED



**Bigshare Services Pvt. Ltd**

1<sup>st</sup> Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol,  
Andheri (East), Mumbai 400059; Maharashtra, India.  
Tel : 022 62638200; investor@bigshareonline.com; www.bigshareonline.com

Ref : RM635573558IN/014355/INTIMATION

Date :

10/07/2018

PRITI GARG  
M/S LAXMI METAL WORKS  
SARAI HAKEEM  
ALIGARH  
PIN : 202001

Folio No. : 090786

Dear Shareholder(s),

**Unit : Bank of India**

**Sub.:** Mandatory update of PAN and Bank details

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, shareholders holding shares in physical form whose folio do not have / have incomplete details with respect to PAN and bank particulars are mandatorily required to furnish the PAN and bank account details to the Company / Registrar & Transfer Agent (RTA) for registration under their folio.

As per the records of the Company / RTA, your folio needs to be updated with the PAN and complete bank account details.

► Hence you are requested to submit the following documents in a **Business Reply Envelope** (Without Postage Stamp) within 21 days of receipt of this communication:

- The form which has been provided overleaf of this letter, dully filled in and sign by all the shareholders
- Self-attested copy of PAN card of the shareholder (including joint holders)
- Original cancelled cheque leaf with the name of first /sole shareholder printed on it and in absence of personalized cheque copy of bank passbook showing name & account details of the account holder attested by bank
- Valid Email-id and Address proof (self-attested copy of Aadhar-card/voter id/electricity bill/telephone bill)

In case if you have any queries or need any assistance in this regard, please contact us at the above address

or Shri K. G. Singh, Senior Manager, Bank of India  
at 022-66684490/93 or email at headoffice.share@bankofindia.co.in

On receipt of the above document we will update the same in our records.

Thanking you,

Yours faithfully,  
for Bigshare Services Pvt Ltd.

*Priti Garg*

*सरोजगर्ग*

Sd/-

Authorised Signatory

**Important information: In terms of SEBI Gazette Notification dated June 08, 2018, shares in physical form will not be transferred after December 05, 2018. Hence, in your interest, it is advised to get your shares converted into demat form at the earliest.**

P.T.O.

Dup-220

To  
The Bigshare Services Pvt. Ltd  
Mumbai

DUSH

Sub- Request for Duplicate share  
Ref:--Folio no-540033

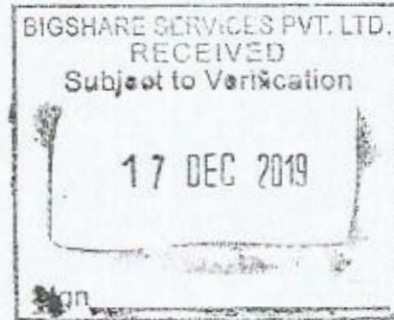
Sir

With Due Request, I Smt. Sakuntala Moharana, the owner of the above Folio.  
I have enclosed here with the following documents for issue of Duplicate share.

Your early action is highly solicited  
Thanking You  
Yours.Sincerely

504450

Sakuntala Moharana  
SAKUNTALA MOHARANA



List of Documents for Duplicate Shares

- 1-From –“Q” Duly signed & attested
- 2-Indemnity by holder with witness and Attestation
- 3-Affidavit:
- 4-Surety Form –“S” attested by notary
- 5-ID Proof if Surety (PAN Card)
- 6-Original Certified Copy of FIR
- 7-ID Proof of Bank Manager
- 8-ID Proof of Share Holder ( PAN)
- 9-Address Proof of Share Holder (aadhaar)