



PROCEDURE TO ISSUE DUPLICATE SHARE CERTIFICATES TO MEMBERS

In case of the Original Share Certificate is misplaced, lost or stolen, the complete procedure for obtaining Duplicate Share Certificate from Housing Society is given hereunder:

1. Initially, the member shall file FIR/NC with Local Police Station stating that the Original Share Certificate issued by the Society containing Five /ten Shares pertaining to the member's flat situated in the same Society has been misplaced, lost or stolen. The member shall keep an acknowledged copy of the FIR/NC. (The draft of such request letter for FIR/NC is given hereunder.)
2. The member shall make an application to the Society an affidavit that the said Original Share Certificate issued by the Society has been misplaced, lost or stolen and in lieu of which, a Duplicate Share Certificate may please be issued to him. An acknowledged copy of the FIR/NC, and an affidavit regarding loss of share certificate shall be attached with the application letter also a cheque for Rs 100 being cost of duplicate share certificate will be handed over to the secretary. (The draft of application to be submitted to the society is given hereunder.)
3. The member shall submit an Indemnity Bond on Stamp Paper of Rs.500/- to the Society agreeing to indemnify the Society for all cost, expenses that with regards to the issue of a Duplicate Share Certificate. Original Indemnity Bond duly notarized shall be attached with the application letter. (The draft of such Indemnity Bond is given hereunder.)
4. On receipt of application, the Secretary shall call a Managing Committee Meeting and get its approval for issuance of Duplicate Share Certificate to the member.
5. The Society thereafter shall issue a Public Notice in two Local News Papers as also shall affix a Notice on the Notice Board of the Society inviting objections within fifteen days with regard to the issuance of Duplicate Share Certificate in lieu of original one being misplaced/lost or stolen by the applicant member.
6. For issuance of Duplicate Share Certificate, the Society shall charge to the member the cost of issuance of Public Notice in News Papers before allotting a Duplicate Share Certificate.
7. Secretary to ensure that there is no lien on flat. and there is no objection from anyone to the paper notice.
8. MC to pass resolution to issue duplicate share certificate and issue it after noting in record/minutes.
9. Mention that it's duplicate share certificate on top face of the certificate issued.
- 10 On the counter foil of the share certificate the member will acknowledge receipt of duplicate share certificate.

For daily updates about "Housing Society Problems & Solutions" Join our WhatsApp Group. Ping us on 8828834132 / 9004001790





VED HOUSING SOCIETY MANAGEMENT

M.COM, MBA, GDCA, CERTIFIED PANEL AUDITOR, TAX & LEGAL CONSULTANT

APPLICATION FOR LODGING A FIR/NC WITH LOCAL POLICE STATION

From:

(Name, Address, Contact nos. & e-mail ID of member)

Date:

To,

The Police Officer in-charge,

Address (Local Police station)

Respected Sir,

Re: Loss of my Original Share Certificate

I, _____, the undersigned, am the registered member of _____ Co-operative Housing Society situated at _____ I am residing in flat no. _____ in the said Society.

The said Society had issued me a Share Certificate no. _____ dated _____ in original containing five/ten shares of Rs. Fifty each bearing Nos. _____ to _____. I hereby further declare that the said Share Certificate in original has been misplaced, lost or stolen and is not traceable.

Sir, to avoid any misuse of my said Share Certificate in original, I seek your help and request you to kindly register my FIR/NC in the subject matter as the same is required to enable the said Society to issue me a Duplicate Share Certificate for my record.

For your ready reference I enclose herewith a copy of _____ as my ID proof. Please acknowledge receipt on the copy and oblige.

Thanks and regards

Yours Sincerely

(Signature & Name)

(Note: The member should get the copy of FIR/NC duly signed by Police Officer in-charge with his name and designation, Police Station Address & Stamp.)

For daily updates about "Housing Society Problems & Solutions" Join our WhatsApp Group. Ping us on 8828834132 / 9004001790



9004001790 / 8828834132



VASAI, PALGHAR, MUMBAI



vedsocietymgmt@gmail.com



REQUEST LETTER FROM THE MEMBER FOR ISSUANCE OF DUPLICATE SHARE CERTIFICATE

From:

Date:

(Name, Address, Contact nos. & e-mail ID of member)

Re: Issuance of Duplicate Share Certificate.

**To,
The Secretary,
Name & Address of the Society**

Dear Sir,

I, _____, the undersigned, am the registered member of our _____ Co-operative Housing Society situated at _____ I am residing in flat no. _____ in our Society and wish to state as under:

The said Society had issued me Share Certificate No. _____ dated _____ containing Five /ten Shares of Rs. Fifty each bearing Nos. _____ to _____ I hereby further declare that the said Share Certificate in original has been misplaced/lost or stolen and the same is not traceable.

I request you to please issue me Duplicate Share Certificate in lieu of original one with due formalities undertaken at the earliest.

I have already filed FIR/NC with _____ Police Station on _____. I hereby submit an Indemnity Bond in original on Rs.500/- Stamp Paper duly notarized for your perusal.

I attach herewith the following documents for your perusal and action.

1. Copy of FIR/NC.
2. Affidavit about loss of share certificate duly notarized.
3. Original Indemnity Bond on Rs.500/- Stamp Paper duly notarized.
4. Cheque for Rs 100 being cost of duplicate share certificate.
5. Cheque for Rs--- being cost of notice published in newspapers.

Please acknowledge receipt on the copy of this application and oblige.

Thanking you,

Yours faithfully

(Signature & Name)

Encl: As stated.





VED HOUSING SOCIETY MANAGEMENT

M.COM, MBA, GDCA, CERTIFIED PANEL AUDITOR, TAX & LEGAL CONSULTANT

(INDEMNITY BOND DULY NOTARIZED TO BE FURNISHED BY A MEMBER ON STAMP PAPER OF RS. 500/-).

INDEMNITY BOND

I, the undersigned _____, am the registered member of our _____ Co-operative Housing Society Ltd., situated at _____ I am residing in flat no. _____ in our said Society.

I hereby solemnly declare and affirm that I have purchased Five/ten Shares of Rs. Fifty each of the above-mentioned Society bearing Nos. _____ to _____ with its Share Certificate No: _____ dated _____.

I hereby further declare that the said Share Certificate in original issued to me by the said Society has been misplaced/ lost or stolen and the same is not traceable.

I hereby further state that I have not transferred the said Share Certificate to any other person/persons nor have created any charge or mortgage on it in favor of any bank, financing agency, employer or any other person or persons.

In consideration of the said Society issuing at my request a Duplicate Share Certificate, I do hereby undertake to indemnify the Society and bind myself, my legal heirs, executors and administrators to pay all claims, charges, costs, damages, demands, expenses and losses that may sustain/incur and liable to be paid to the said Society for the consequence of having complying with my above request.

I, _____, the undersigned certify that the above facts are true to the best of my knowledge and enforceable under the governing laws of the land. I hereby undertake to surrender the Original Share Certificate to the Society if traced subsequently.

Deponent

(Signature, Name & Full Address)

Place:

Date:

Witness No.1

(Signature, Name & Full Address)

Witness No.2 Signature

(Signature, Name & Full Address)

For daily updates about "Housing Society Problems & Solutions" Join our WhatsApp Group. Ping us on 8828834132 / 9004001790



9004001790 / 8828834132



VASAI, PALGHAR, MUMBAI



vedsocietymgmt@gmail.com



VED HOUSING SOCIETY MANAGEMENT

M.COM, MBA, GDCA, CERTIFIED PANEL AUDITOR, TAX & LEGAL CONSULTANT

FORMAT OF PUBLIC NOTICE.

PUBLIC NOTICE

This is to inform the general public that Original Share certificate no --- for 10 shares Distinctive Nos from _____ to _____ issued in the name of Mr/ Mrs _____ a member of _____ Co-op housing Society Ltd., situated at _____.

_____ is reported as lost/misplaced / stolen. The member of the society has applied for duplicate share certificate The Society hereby invites claims and / or objections from general public for issuance of duplicate Share Certificate within the period of 14 (fourteen) days from the publication of this notice to the Secretary of _____ Co-op housing Society Ltd along with copies of such documents and other proofs in support of his/her/their claims/objections. If no claims/objections are received within the period prescribed above, the Society shall be free to issue duplicate Share Certificate in such manner as is provided under the bye-laws of the Society. The claims/objections, if any, received by the Society shall be dealt with in the manner provided under the bye-laws of the Society.

For and on behalf of

----- Co-op housing society Ltd.,

Date: / /

Place:

Sd/-----

(Secretary)

For daily updates about "Housing Society Problems & Solutions" Join our WhatsApp Group. Ping us on 8828834132 / 9004001790



9004001790 / 8828834132



VASAI, PALGHAR, MUMBAI



vedsocietymgmt@gmail.com