

Format for reporting loss of share certificate

Date:

From:

Tel (O): (R):

Email:

To
The Company Secretary
Kotak Mahindra Bank Limited
36-38A, Nariman Bhavan,
227, Nariman Point,
MUMBAI 400021

Dear Sir,

Ref: Folio No:

Sub: Loss of share certificate

I/We, are holding Equity Shares of Rs. 100/- each under the above folio.

This is to inform you that the following share certificate(s) has been lost/ misplaced by me/us on / during

Certificate No.	Distinctive No(s).		No. Shares
	From	To	

We request you to please note the above and intimate me/us the procedure for issue of duplicate share certificate.

I/we confirm that the above mentioned share certificate(s) are not sold/ pledged or given to anyone for any consideration and declare that what is stated above are true and correct to the best of my/our knowledge and belief.

Thanking you.

Yours faithfully,

.....
(Signature of sole/1st holder)

.....
(Signature of 2nd holder)

.....
(Signature of 3rd holder)