To

The Officer –in-charge,

Kama Police station

Mumbai – 420 120.

Dear Sir,

I , ……………………………….. S/o Sri………………………….….. residing at …………………………………. and working with Rockland Sales Ltd, Mumbai would like to inform you that due to shifting of my belonging from my ancestral residence to the Quarter allotted to me by my Company, following share certificates issued by my company under ESOP scheme, has been misplaced and despite frantic search, the same is not traceable.

Hence, I have to request my company to issue a duplicate Share certificate supported with a Copy of FIR lodged to you.

So, I request you to record above mentioned fact and issue me a copy of FIR for sending to my company along with my request letter for issue of duplicate share Certificate.

Particulars of Misplaced Share Certificate.

Share Certificate Script No.

Name of the Company

Name of the Holder

No of Shares

Distinctive Nos.

Date of Issue

Thanking you,