



# WEST COAST PAPER MILLS LIMITED

## **Guidelines for Issue of Duplicate Share certificate**

Shares of the Company were sub-divided from Rs.100/- face value each to Rs.10/- face value each and further to Rs.10/- face value, sub-divided shares certificate will be issued against exchange of old share certificates.

As a shareholder you can get the Duplicate share certificate by providing the following documents at the below mentioned address of the company, if value of shares as on date of application is less than Rs.5 Lakhs:

1. Affidavit for Duplicate Share certificate
2. Indemnity for Duplicate Share certificate
3. Self attested PAN card copy
4. Self attested Address Proof
5. Cancelled Cheque
6. ISR-1
7. ISR-2
8. SH-13
9. ISR-4
10. CML Copy

Note : If value of shares as on date of application is more than Rs.5 Lakhs, in addition to above, copy of News Paper publication and Police acknowledgement/FIR required.

### **Address:**

SHARE DEPARTMENT  
WEST COAST PAPER MILLS LIMITED  
Bangur Nagar, Dandeli -581325  
District Uttara Kannada, Karnataka  
Phone-(08284) 231391 Extn.212  
Email: [co.sec@westcoastpaper.com](mailto:co.sec@westcoastpaper.com)

The Above Formats available on websites of Company i.e [www.westcoastpaper.com](http://www.westcoastpaper.com)) and on MUFG Intime India Private Limited (RTA of the company) i.e [www.linkintime.co.in](http://www.linkintime.co.in)

Upon receipt of the documents the same shall be forwarded to RTA of the company they will check and reply accordingly, if the documents are found to be in order then RTA will issue LOC which you need to demat it within 120 days from date of LOC.

If you have any queries, please feel free to contact us via email at [co.sec@westcoastpaper.com](mailto:co.sec@westcoastpaper.com) or phone (08284) 231391 Extn.212