

# CERA

CSL/2018-19/637  
December 29, 2018

|  |   |
|--|---|
| BSE Limited<br>Corporate Relationship Department<br>1 <sup>st</sup> Floor, New Trading Ring<br>Rotunda Building, P J Towers<br>Dalal Street, Fort<br>Mumbai - 400 001<br>Scrip Code :532443<br>Scrip ID: CERASAN | National Stock Exchange of India Limited<br>Exchange Plaza<br>Bandra Kurla Complex<br>Bandra (East)<br>Mumbai - 400 051<br><br>Scrip Code: CERA |
|--|---|

Dear Sir,

### **Sub: Intimation about loss of share certificates by the Shareholders**

Pursuant to Regulation 39 (3) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, we have received intimation from following shareholders about loss of original share certificates and requesting for issue of duplicate share certificates.

| Sr. No. | Folio No. and Name of shareholder/s           | Share Certificate No. | No. of Shares | Distinctive Nos. |         |
|---------|---|-----------------------|---------------|------------------|---------|
|         |   |                       |               | From             | To      |
| 1.      | 00003422<br>Prem Sarup Batra                  | 5604                  | 50            | 3602662          | 3602711 |
| 2.      | 00005587<br>Sunil Singla J/w<br>Anjana Singla | 9475                  | 100           | 3950935          | 3951034 |
| 3.      | 0004638<br>Shreyas Patel                      | 15887                 | 50            | 7278363          | 7278412 |

We are in process of issuing duplicate share certificates to them after compliance of required formalities.

We hope you will find the same in order.

Yours faithfully,  
For Cera Sanitaryware Limited.



Hemal Sadiwala  
Asst. Company Secretary  
Encl:

### **Cera Sanitaryware Limited**

**Sales & Marketing Office:** Madhusudan House, Opp. Navrangpura Telephone Exchange, Navrangpura, Ahmedabad 380 006  
Tel: +91 79 26449781, 26449789 Fax: +91 79 26569259 Email: marketing@cera-india.com www.cera-india.com

**Registered Office & Works:** 9, GIDC Industrial Estate, Kadi 382715, District Mehsana, North Gujarat

CIN: L26910GJ1998PLC034400

22.12.2018

Share Department  
Cera Sanitaryware Ltd.  
Madhusudan House,  
Opp. Navrangpura Telephone Exchange,  
Navrangpura, Ahmedabad,  
Gujarat 380006

Sub: **Transmission cum Duplicate request of Cera Sanitaryware Share held in the name of Prem Sarup Batra L.F.No. 003422, certificate no. 000005604 to their Successors Neeraj Batra and Pankaj Batra.**

Dear Sir,

This is regarding the shares transmission and duplicate process; we would request to transmit and issue duplicate share certificate in our name of Cera Sanitaryware Ltd share vide **Folio No. 00003422**, certificate number **000005604**, distinctive No. **0003602662 to 0003602711** (50 ns.) standing in the name of Prem Sarup Batra

Please find enclosed the following documents as required by you:-

- 1) Notarized copy of death certificate of Mr. Prem Sarup Batra
- 2) Notarized copy of succession certificate.
- 3) Copy of the letter issued by Cera (stating the claimed share certificate)
- 4) Affidavit for Duplicate
- 5) Indemnity Bond for Duplicate
- 6) Indemnity Bond - Transmission of Shares
- 7) Legal Hires - Transmission of Shares
- 8) Copy of Newspaper Advertisement
- 9) Surety forms
- 10) Notarized copy of FIR
- 11) Notarized copy of PAN Card and Aadhaar Card of Applicants (Neeraj Batra & Pankaj Batra)
- 12) Self attested copy of PAN Card and Aadhaar Card of Applicants (Neeraj Batra & Pankaj Batra)
- 13) Notarized copy of PAN Card and Aadhaar Card of Sureties and Witnesses
- 14) Self attested copy of PAN Card and Aadhaar Card of Sureties and Witnesses
- 15) Notarized copy of Income Proof of Sureties
- 16) A leaf of cancelled cheque

Regards

*Neeraj Batra*

Neeraj Batra  
A9/28, Vasant Vihar, New Delhi -57  
Email: [nbatra1960@gmail.com](mailto:nbatra1960@gmail.com)  
98107 22448

*Pankaj Batra*

Pankaj Batra  
B-9, Soami Nagar, New Delhi - 17



To

Cera Sanitaryware Ltd.  
Ahmedabad.

Sub:

- i) Issue of duplicate share certificate in lieu of  
lost certificate NO 9475 Folio NO 00005587  
Sunit Singh & Anjana Singh alias Gupta
- ii) change of address of above share holders

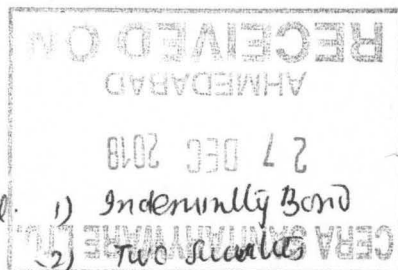
Sir,

We have lost my/our above share certificate  
for 100 shares in number.

We hereby apply for issue of duplicate share certificate  
we are enclosing all the requisite formalities as  
advised by you.

Also we apply for change of our residential address  
(proof of old address & new address is attached along  
with)

Also the folio no mentioned in all our documents viz  
dividend warrants & other correspondences is 00005587  
but it is mentioned different in your communication for  
requirements for issue of duplicate certificate. kindly  
see to it.



Encl.

- 1) Indemnity Bond
- 2) Two receipts
- 3) FIR copy
- 4) News paper notice copy
- 5) Old & new address proof
- 6) Witness documents proof

Yours sincerely

Sunit Singh  
(SUNIT SINGLA)

Ani Singh  
(ANJANA SINGLA/GUPTA)

DRS UNIT SINGLA

60-B RAWBIR MARG  
MODEL TOWN POLICE CHICKEN  
ROAD, PATIALA (PB)  
147001

## Hemal Sadiwala

---

**From:** Mcs Sta Ltd,Ahmedabad <mcsstaahmd@gmail.com>  
**Sent:** 29 December 2018 12:42  
**To:** Hemal Sadiwala; Rutvik Hirenkumar Kansara  
**Subject:** Fwd: Fw: CERA FOLIO NO.4638 CERT NO.7342

----- Forwarded message -----

From: **mastermoney investor** <[investorm@yahoo.com](mailto:investorm@yahoo.com)>  
Date: Sat, Dec 29, 2018 at 10:30 AM  
Subject: Fw: CERA FOLIO NO.4638 CERT NO.7342  
To: [rutvik.kansara@cera-india.com](mailto:rutvik.kansara@cera-india.com) <[rutvik.kansara@cera-india.com](mailto:rutvik.kansara@cera-india.com)>  
Cc: [mcsstaahmd@gmail.com](mailto:mcsstaahmd@gmail.com) <[mcsstaahmd@gmail.com](mailto:mcsstaahmd@gmail.com)>

To,

CERA SANITARYWARE LTD

9, GIDC INDUSTRIAL ESTATE,  
KADI,,  
MEHSANA DIST.  
GUJARAT  
382715

**SUBJECT:** ACKNOWLEDGMENT OF YOUR LETTER AND PROCEDURE FOR OBTAINING  
DUPLICATE SHARE CERTIFICATE NO. 15887

**FOLIO NO:**00004638

With reference to the above said subject, I am holding 100 shares of CERA SANITARYWARE LTD in respect of the above mentioned folio no. out of the said 100 shares, 50 shares of the share certificate no. 7342 bearing distinctive no. 3748712-3748761 held by me for which necessary sticker provided by you vide your letter no. CSL/2018-19/401 dated October 16, 2018 is been affixed and submitted to the depository participant for dematerialization and for the which client master list is been attached for your reference. Further as far as the remaining 50 shares of the share certificate no. 15887 is concerned the same being misplaced/lost for which distinctive numbers and the procedure for obtaining the duplicate share certificates in respect of the said shares be provided at your end.

Thanking You,

Yours faithfully,

Shreyas Patel

CC TO: -

M C S Ltd.

Unit: -Cera sanitaryware ltd.

No. 101, SubhShatdal Complex  
1st Floor, Opp. Bata Show Room Ahmedabad - 380009  
Gujarat

-----

--

\*MCS SHARE TRANSFER AGENT LIMITED\*  
101,SHATDAL COMPLEX,OPP:BATA SHOW ROOM  
ASHRAM ROAD,AHMEDABAD-380009

-----  
\*Tel No. :- (079)26580461 / 62 / 63\*

Email :- [mcsstaahmd@gmail.com](mailto:mcsstaahmd@gmail.com)