



## STEPS TO COMPLETE FORM OF DECLARATION AND INDEMNITY - LOST CERTIFICATES TO ENABLE PROCESSING

### *Certificates*

In cases where all or some of the certificates issued on a client's account cannot be located for one reason or another, Forms of Declaration and Indemnity covering Lost Certificates must be completed in order for the Registrar to re-print certificates as replacements for the missing certificates. Forms must be fully and accurately completed to initiate processing.

The following guidelines apply:

1. Provide certificate numbers **only** for certificates that **cannot** be located
2. Provide units covered **only** by certificates that **cannot** be located
3. All persons whose names appear on the account must be reflected on form
4. All persons whose names appear on the account must sign the form
5. All signatures must be witnessed by any **one** of the following:
  - a. Justice of the Peace (Seal &/ Stamp must be affixed)
  - b. Notary Public (Seal &/ Stamp must be affixed)
  - c. Superintendent of Police (Seal &/ Stamp must be affixed)
  - d. Minister of Religion (Seal &/ Stamp must be affixed)
6. If not already provided, copy of Taxpayer Registration Number card(s) or similar Government issued identification card must be submitted when returning the form
7. Twenty Dollars (J\$20.00) postage stamp must be affixed

***See overleaf for sample***

**FORM OF DECLARATION AND INDEMNITY**  
COVERING LOST SHARE/STOCK CERTIFICATE

PLEASE AFFIX \$20.00  
POSTAGE STAMP PRIOR  
TO RETURNING FOR  
PROCESSING

I/We **{Enter Name(s) of Person(s) on account}** of **{Insert Mailing Address for first named person on account}**, do solemnly and sincerely declare that I am/we are the registered holder(s) of **\*\*{Enter number of units covered by lost certificates ONLY}\*\*** of **\${indicate par value, if unknown, leave blank}** par each, fully paid in **{Insert Full Name of Company in which shares are held}** (hereinafter referred to as the Company) and that the certificate(s) numbered **{Enter certificate number(s) only for certificates that cannot be located}** in respect of the said shares have been mislaid, destroyed or lost: and that I/we have made, or caused to be made, diligent but unavailing search for the same; and I/we further declare that the shares have not been sold, pledged, or in any other way disposed of, and the same are my/our absolute property.

And I/we make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Voluntary Declarations Law.

DECLARED at \_\_\_\_\_

\_\_\_\_\_  
[SIGNATURE OF PRIMARY HOLDER]

This \_\_\_\_\_ day of \_\_\_\_\_ in the year 20

\_\_\_\_\_  
[SIGNATURE OF 1<sup>ST</sup> JOINT HOLDER]

Before me,

\_\_\_\_\_

\_\_\_\_\_  
[SIGNATURE OF 2<sup>ND</sup> JOINT HOLDER]

NOTARY PUBLIC/JUSTICE OF THE PEACE

\_\_\_\_\_  
[SIGNATURE OF 3<sup>RD</sup> JOINT HOLDER]

A. I/We the above named \_\_\_\_\_ do hereby represent that I/we are desirous of having the shares represented by the abovementioned certificate(s) recorded in the Jamaica Central Securities Depository Limited and I/we confirm my/our request that instead of being issued with a certificate(s) in replacement of the abovementioned certificate(s), that my/our declaration above and the information contained herein be used for such purposes, and in consideration of so doing, I/we hereby, for myself/ourselves, my/our heirs, executors or assigns, indemnify the said Company and the Jamaica Central Securities Depository Limited against all claims and demands, moneys, losses, damages, costs and expenses which may be brought against or be paid, incorrectly sustained by the said Company and/or the Jamaica Central Securities Depository Limited by reason or in consequence of the said certificate(s) having been mislaid, destroyed or lost or by reason or in consequence of this request or otherwise howsoever in relation thereto respectively. **OR**

**NOTE:**  
Complete "A." to use Bond to deposit shares with the JCSD.  
**OR**  
Complete "B." to obtain physical certificates

B. I/We the above named \_\_\_\_\_ do hereby request the Jamaica Central Securities Depository Limited (hereafter referred to as the Registrar) to issue certificates of the shares above-mentioned, and in consideration of so doing, I/we hereby, for myself/ourselves, my/our heirs, executors or assigns, indemnify the said Company and the Jamaica Central Securities Depository Limited against all claims and demands, moneys, losses, damages, costs and expenses which may be brought against or be paid, incorrectly sustained by the said Company and/or the Jamaica Central Securities Depository Limited by reason or in consequence of the said certificate(s) having been mislaid, destroyed or lost or by reason or in consequence of the issuing of replacements to me/us of the said certificate(s) or otherwise howsoever in relation thereto respectively;

I/We further undertake and agree, if the said abovementioned Certificate(s) shall hereafter be found, forthwith to deliver up the same or cause the same to be delivered up to the Jamaica Central Securities Depository Limited Registrar Services Unit, their successors and assigns without cost, fee or reward.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20

DECLARED at \_\_\_\_\_

\_\_\_\_\_  
[SIGNATURE OF PRIMARY HOLDER]

This \_\_\_\_\_ day of \_\_\_\_\_ in the year 20

\_\_\_\_\_  
[SIGNATURE OF 1<sup>ST</sup> JOINT HOLDER]

Before me,

\_\_\_\_\_

\_\_\_\_\_  
[SIGNATURE OF 2<sup>ND</sup> JOINT HOLDER]

NOTARY PUBLIC/JUSTICE OF THE PEACE

\_\_\_\_\_  
[SIGNATURE OF 3<sup>RD</sup> JOINT HOLDER]