

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF (COMPANY NAME) HELD AT THE REGISTERED OFFICE THE COMPANY AT (ADDRESS) ON (DAY),(DATE) AT (TIME).**

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**TO ISSUE RENEWED AND/OR DUPLICATE SHARE CERTIFICATES**

**“RESOLVED THAT** pursuant to provisions of Section 46 read with rule 6 of Companies (Share Capital and Debenture Rules) 2014 the register of renew and/or duplicate shares certificate is maintained in Form No. SH 2. And duplicate share certificates for \_\_\_\_\_ shares of Rs. \_\_\_\_\_ is to be issued in lieu of original shares certificates to the applicant .

**RESOLVED FURTHER THAT** the duplicate share certificate should be issued within the period of 3 months (Unlisted Company)/45 days (Listed Companies) from the date of submission of complete documents with the companies respectively.

**RESOLVED FURTHER THAT** any Director or the Company Secretary of the Company be and are hereby authorized to take such steps and do all other acts, deeds and things as may be necessary or desirable to give effect to this resolution.”

**For XYZ PVT LTD**

**Director Name**

**DIN:**

**DATE:**

**PLACE:**