

PROCEDURES & INSTRUCTIONS TO SHARE HOLDERS
(To prepare documentation for Transmission of Share Certificates)

[Under Securities and Exchange Board of India (SEBI)(Listing Obligations and Disclosure Requirements) Regulations, 2015 dated 2nd September, 2015 vide Ref. No. SEBI/LAD-NRO/GN/2015-16/013.]

If all the Registered Share Holder(s) are no more (means deceased), then claimant(s)/legal-heir(s) follow procedures mentioned below for **TRANSMISSION OF SHARES:**

1. In case shares are held in single name WITH a Nominee following documents are required for Transmission of Shares:

- (a) Duly signed Transmission request form by the Nominee as per enclosed format herewith duly attested by Bank Manager where the Legal-Heir/Claimant having account, identifying and verifying the signatures(s) and Original Cancelled Cheque of the said account.
- (b) All the Original Share Certificates of Face Value of Rs.10/- each.
- (c) Original Death Certificate of the Deceased Share Holder or copy duly attested by Notary or Executive Magistrate.
- (d) Self attested copy of PAN card of the Nominee.
- (e) Self attested copy of Proof of address of the Nominee (Utility bill if provided as address proof should not be less than 2 months old).

2. In case shares are held in single name WITHOUT a Nominee following documents are required for Transmission of Shares:

I. In case where shares held are upto Rs. 2 Lacs:

- (a) Duly signed Transmission request form by the Nominee as per enclosed format herewith duly attested by Bank Manager where the Legal-Heir/Claimant having account, identifying and verifying the signatures(s) and Original Cancelled Cheque of the said account.
- (b) All the Original Share Certificates of Face Value of Rs.10/- each.
- (c) Original Death Certificate of the Deceased Share Holder or copy duly attested by Notary or Executive Magistrate.
- (d) An Affidavit on Rs.20/- Non Judicial Stamp paper to effect of Identification and Claim of Legal Ownership of Securities as per enclosed format herewith duly attested by Notary or Executive Magistrate.
- (e) An Indemnity Bond on Rs.100/- Non Judicial Stamp paper for Indemnifying the company for Transmission of Shares as per enclosed format herewith duly attested by Notary or Executive Magistrate.
- (f) No Objection Certificate (NOC) Affidavit on Rs.50/- Non Judicial Stamp paper, as per enclosed format herewith, from all the other Legal Heir(s), except Claimant, who do not object to such Transmission or a copy of Family Settlement Deed executed by all the Legal Heirs of the Deceased Holder duly attested by Notary or Executive Magistrate.
- (f) Self attested copy of PAN card of the Nominee.
- (g) Self attested copy of Proof of address of the Nominee (Utility bill not less than 2 months old).

II. In case where shares held are more than Rs. 2 Lacs:

- (a) Duly signed Transmission request form by the Nominee as per enclosed format herewith duly attested by Bank Manager where the Legal-Heir/Claimant having account, identifying and verifying the signatures(s) and Original Cancelled Cheque of the said account.
- (b) All the Original Share Certificates of Face Value of Rs.10/- each.
- (c) Original Death Certificate of the Deceased Share Holder or copy duly attested by Notary or Executive Magistrate.
- (h) Certified copy of the **SUCCESSION CERTIFICATE** or **PROBATE OF WILL** or **LETTER OF ADMINISTRATION** or **FINAL COURT DECREE.**
- (i) Self attested copy of PAN card of the Nominee.
- (j) Self attested copy of Proof of address of the Nominee (Utility bill not less than 2 months old).

TRANSMISSION REQUEST FORM

1	Name of the deceased shareholder (as endorsed on the certificate):	1			
		2			
		3			
2	Folio No.				
3	Shares				
4	Particulars of Share certificate(s): (if space is insufficient, please attach a separate sheet)	Certificate Nos.	Distinctive Nos.		No. of Shares
			From	To	

5. Particulars of applicant(s) in whose name(s), transfer is to be effected:

Sr. No.	Name(s)	Father's/Husband's Name	Occupation
1			
2			
3			

6. Address of Applicant

Address-1:							
Address-2:							
Address-3:							
Address-4:							
CITY		PINCODE					

7. ECS Code (the 9 Digit Number appearing in your Cheque Leaf bottom line)
(For verification purpose please provide us a copy of your Cheque Leaf)

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8. Bank Mandate Details

Bank Name	
Branch Name & Address	
Account Type	
Account Number	

9. Specimen signature(s) of the applicant(s)

Sole/First Share Holder (Name & Signature): _____ Joint-1 (2nd Holder) Name & Signature: _____ Joint-2 (3rd Holder) Name & Signature: _____

10. Attested by (for Bank Officials use):

I hereby attest the above signature(s):

Bank Manager Signature _____

Bank Manager Name _____

Bank Manager Employee Code No. _____ (Official Seal/ Rubber Stamp of the Bank)

Bank Address with Contact & Email details: _____

Note: The Attestation Specimen Signature(s) should be verified in the presence of Bank Manger.



**[TO BE EXECUTED ON RS.20/- NON JUDICIAL STAMP PAPER]
(TO BE ATTESTED BY NOTARY)**

AFFIDAVIT

I/We _____ son of _____ aged __ years and _____ s/o _____ aged __ years, residing at _____ solemnly affirm and declare as follows:

1. That _____ shares having distinctive no. From _____ To _____ of the Face Value of Rs. 10/- each are standing registered in the name of Late _____, in the books of _____.
2. That _____ Died on _____.
3. That _____ left behind the following heirs.

Sl. No.	Name of the Legal Heirs/Claimants	Relation with Deceased	Age
1.			
2.			
3.			

4. That the above mentioned shares were the separate and self acquired property of the deceased.
5. That under the Hindu Succession Act 1956, the persons mentioned in paragraph 3 above are entitled to inherit the aforesaid Shares jointly.
6. That the deceased _____ left no other heir than those mentioned in paragraph 3 of this affidavit and that the persons mentioned in the said paragraph 3 above are his/her only heirs.
7. That we therefore request the _____ to transmit the aforesaid equity shares standing register in the name of Late _____, _____, and _____ in favour of heirs/claimants mentioned at paragraph 3 above.

Sole/First Share Holder (Name & Signature):

Joint-1 (2nd Holder) Name & Signature:

Joint-2 (3rd Holder) Name & Signature:

Verification

I/We solemnly affirm that the statements contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly declared and affirmed on identification at _____ this _____ Day of _____ 20__.

Sole/First Share Holder (Name & Signature):

Joint-1 (2nd Holder) Name & Signature:

Joint-2 (3rd Holder) Name & Signature:

Note: This Affidavit should be verified in the presence of Notary or Executive Magistrate.

INDEMNITY BOND FOR TRANSMISSION OF SHARE CERTIFICATE(S)
(Rs. 100/- Non Judicial Stamp paper)

I/We _____ Resident of _____ declare as under that _____ equity shares having distinctive numbers from _____ to _____ of the face value of Rs. 10/- each stand registered in the name of Late _____ in the books of _____, who died on _____ leaving behind him the following.

Sl. No.	Name of the Legal Heirs/Claimants	Relation with Deceased	Age
1.			
2.			
3.			

The above mentioned shares the separate and self – acquired property of the deceased. Under the Hindu Succession Act, 1956, the persons mentioned above his/her only heirs are entitled to inherit the aforesaid shares.

I/We therefore, request the company to transmit these aforesaid shares stand registered in the name of the Late _____, _____, and _____ in my/our name(s) and also to pay me/us dividend payable by the company without production of succession certificate or letters of Administration or Probate of Will.

In consideration of the above having agreed to comply with my/our request on my/our executing a bond in favour of the company, I/We, the applicant, hereunder for myself/ourselves, my/us heirs, executors, administrators and assigns do hereby, jointly and severally, covenant with the company, its successors and assigns that I/We and each of my/our heirs, executors, administrators and assigns will, on the company transferring the said shares into my/our name and paying to me/us the dividends already due, at all times save, defend and keep indemnified the company its successors and assigns, its estate and effects and the Directors, Manager, Company Secretary, employees and Shareholders of the company, their heirs, executors and assigns from and against all actions, causes of actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares of the dividends of any part thereof or otherwise in connection with the same and from and against all claims, damages, costs, charges, expenses and losses arising in any manner howsoever.

In witness whereof I/We signed this _____ day of _____ 20__ at Place _____.

Sole/First Share Holder (Name & Signature): **Joint-1 (2nd Holder) Name & Signature:** **Joint-2 (3rd Holder) Name & Signature:**

I, _____ (Name of the surety) the undersigned, certify that the above facts are true and bind ourselves as surety to make good all claims, charges, costs, damages, demands, expenses and losses which the said company may sustain, incur or become liable for in consequence of claims, charges, costs, damages, demands, expenses and losses from our persons or our properties, as the case may be.

SURITY & WITNESSES:

Surety:

Name in Block Letters:

Full Address:

Signature:

Witness 1:

Name in Block Letters:

Full Address:

Signature:

Witness 2:

Name in Block Letters:

Full Address:

Signature:

Note: This Indemnity should be verified in the presence of Notary or Executive Magistrate.

PRIVATE & CONFIDENTIAL

FORM TO BE SIGNED BY THE SURETY PROPOSED FOR THE INDEMNITY BOND

1	Name in full:	
2	Permanent Residential address:	
3	Age :	
4	If Employed:	
	(a) Name & address of the Organisation in which the Surety is employed.	
	(b) Total salary and other emoluments received during the year.	
5	Details of immovable property owned:	
	(a) Situation:	
	(b) Value:	
	(c) Nature of immovable property (please specify whether the immovable property consist of houses/flats or mere lands):	
	(d) Annual Rent:	
6	If carrying on business:	
	(a) Full name and address of the Firm, where the business is carried on:	
	(b) Type of ownership:	
	(c) Nature of business:	
	(d) Annual turnover:	
	(e) Annual Profits:	

Date:

Signature of Surety

Witnessed by

Full Name and Address of Bank Manager/Employer

PIN _____

(Bank Manager's/Employer's Seal & Signature)

Note:

- ✓ *The signature in this Surety form and identification and address proofs of surety should be verified in the presence of Notary or Bank Manger.*

AFFIDAVIT OF RENUNCIATION / NO OBJECTION LETTER
(Rs. 50/- Non Judicial Stamp paper)

I _____ son/daughter of _____ aged about _____ years, residing at _____ do hereby solemnly affirm and state as follows.

1. That Late _____ (hereinafter referred to as deceased) was sole holder of shares of _____ (hereinafter referred to as the Company) of the face value of Rs. **/- each as detailed below:

Sl. No.	Folio No.	Share Certificate Nos.	Number of Shares	Distinctive Nos.	
				From	To
1.					
2.					
3.					

2. That the deceased died on _____ leaving behind the following persons entitled to the aforesaid shares.

Sl. No.	Name of the Legal Heirs/Claimants	Relation with Deceased	Age
1.			
2.			
3.			

3. That I, _____, am desirous of renouncing and do hereby renounce all my rights, title and interest on the aforesaid shares, including any corporate benefits accrued on said shares, of the deceased in favour of _____, _____ and _____ with intent that he/she/they may become absolute owner(s) of the aforesaid shares.
4. That I have no objection whatsoever to the Company transmitting the aforesaid shares in favour of the deceased's remaining successor(s) named in the preceding paragraph 3 above and in consideration of the Company agreeing to transmit the aforesaid shares including benefits thereon on the manner aforesaid, I indemnify the Company and its successors and assigns from and against all actions suits/proceedings/losses/damages/costs and charges which the Company may incur, sustain and suffer in consequence of or by reason of the Company transmitting the aforesaid shares in favour of the aforesaid remaining successor(s).
5. That I verify and confirm that what has been stated in the preceding paragraphs are true to my knowledge and belief.

IN WITNESS WHEREOF I have set my hand here unto the _____ day of _____ 20__.

Name:
Address:
Date:

Note:

- ✓ This Affidavit of Renunciation / No Objection Letter should be verified in the presence of Notary or Executive Magistrate.
- ✓ To fill separately by all the other Legal Heir(s), except Claimant, who do not object to such Transmission.