

SHARE TRANSFER PROCEDURE

1. Specimen signature duly attested by the Bank Manager (Format enclosed as **Annexure I**)
2. Self attested pan card copy of transferor & transferee (both)
3. Duly filled transfer form (SH4) form (Format enclosed as **Annexure II**)

ANNEXURE I

To be printed on letter head of Banker
Signature Verification Letter

TO WHOMSOEVER IT MAY CONCERN

This is to Certify that(Name of the Person)..... with the Registered Address at(Address of the Person)..... is maintaining a Bank Account(A/c No.)..... with our Bank.....(Bank Name) at (Branch Name)..... and operating that account in the normal course of its business/activities. Mr./Ms./Mrs is the account holder for the operation of the account. His/Her signature as appearing below is duly attested (as per the records available with the bank).

(Signature of the Account Holder)

(Signature of the Branch Manager)

Name: _____

Branch Name: _____

Designation: _____

Employee Code: _____

Phone No: _____

Date: _____

(Bank Seal)

Form No. SH-4 - Securities Transfer Form

[Pursuant to section 56 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the Companies (Share Capital and Debentures) Rules 2014]

Date of execution: ___ / ___ / ___

FOR THE CONSIDERATION stated below the "Transferor(s)" named do hereby transfer to the "Transferee(s)" named the securities specified below subject to the conditions on which the said securities are now held by the Transferor(s) and the Transferee(s) do hereby agree to accept and hold the said securities subject to the conditions aforesaid.

CIN:

Name of the company (in full): _____

Name of the Stock Exchange where the company is listed, (if any): _____

DESCRIPTION OF SECURITIES:

Kind/ Class of securities (1)		Nominal value of each unit of security (2)		Amount called up per unit of security (3)		Amount paid up per unit of security (4)	
No. of Securities being Transferred				Consideration received (Rs.)			
In figures		In words		In words		In figures	
Distinctive Number	From						
	To						
Corresponding Certificate Nos.							

Transferors' Particulars

Registered Folio Number:
 Name(s) in full _____

Signature(s) _____

1. _____

2. _____

3. _____

I, hereby conform that the transferor has signed before me.

Signature of the Witness: _____

Name of the Witness: _____

Address of the Witness: _____

Pincode: _____

Transferees' Particulars

Name in full (1)	Father's/ Mother's / Spouse Name (2)	Address & E-mail id (3)
1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	_____ _____ _____ Pin code _____ Email id: _____
Occupation (4)	Existing Folio No., if any (5)	Signature (6)
1. _____ 2. _____ 3. _____	_____ 	1. _____ 2. _____ 3. _____

Folio No. of Transferee

Specimen Signature of Transferee(s)

1. _____
 2. _____
 3. _____

STAMPS

Enclosures:

1. Certificate of shares or debentures or other securities
2. If no certificate is issued, Letter of allotment Value of Stamp affixed: Rs. _____
3. Copy of PAN Card of all the Transferees (For all listed Cos.)
4. Others, Specify, _____

For Office Use Only

Checked by _____

Signature Talled by _____

Entered in the Register of Transfer on _____ vide Transfer no _____

Approval Date _____

Power of attorney / Probate / Death certificate / Letter of Administration

Registered on _____ at

No _____

