

TRANSMISSION PROCEDURE IN CASE OF SINGLE HOLDER

You are requested to provide us the following documents duly complete in all respect for transmission of shares in your name:

1. Request letter duly signed by all legal heir(s).
2. Duly Notarized/Attested copy of Succession Certificate/Legal Heir Certificate/Probate of Will registered with Prescribed Authority Such as Hon'ble Court/ Tehsildar / Registrar, if available.
OR
Indemnity bond & Affidavit – in case Succession Certificate/Probate of Will/Legal Heir Certificate is not available (Format Enclosed as **Annexure I**)(**IF MARKET VALUE IS LESS THAN 2 LACS**)*
3. Duly Notarized/Attested copy of Death Certificate.
4. In case some legal heirs wish to renounce their rights to shares, kindly submit No Objection Certificate from other legal heirs (Format Enclosed **Annexure II**).
5. Self-attested copy of PAN card of each transferee(s).
6. Specimen signature of each transferee(s) should be attested by the bank manager with whom they are maintaining their account mentioning employee code, designation, branch name, their account number and original unsigned cancelled Cheque (Format Enclosed **Annexure III**).
7. Original share certificates.
8. Self-attested copy of ID Proof of each legal heir(s).
9. Self-attested copy of ID proof of person(s) signing as surety and witness in Indemnity Bond.
10. Duly filled transmission form. (Format Enclosed **Annexure IV**).

* (**IF MARKET VALUE OF SHARES IS MORE THAN 2 LACS**)

Succession Certificate/Legal Heir Certificate/Probate of Will issued by the prescribed Authority Such as Hon'ble Court, Tehsildar / Registrar (duly notarized /attested)

TRANSMISSION PROCEDURE IN CASE OF JOINT HOLDERS

You are requested to provide us the following documents duly complete in all respect for transmission of shares in your name:

1. Duly notarized/attested copy of Death Certificate.
2. Self attested copy of PAN card of remaining holder(s).
3. Specimen signature of remaining holder(s) should be attested by the bank manager with whom they are maintaining their account mentioning employee code, designation, branch name and their account number (Format Enclosed **Annexure III**).
4. Duly filled transmission form (Format Enclosed **Annexure IV**).
5. Original share certificate(s).
6. Self attested copy of Address Proof of remaining holder(s).

ANNEXURE I

Indemnity Bond for Transmission of Shares (On non-judicial stamp paper of appropriate value Rs.100/-)

- (i): (Hereinafter called 'the company')
- (ii): (Hereinafter called 'the deceased')

WHEREAS,

.....Equity Shares having distinctive numbers fromto..... of the face value of Rs each and on which Rs..... per Share are paid comprised in the Share Certificate(s) No.(s) of ____ (Co. Name) ____ having its Registered Office at are standing registered in the name of late Mr./Mrs./Miss in the Register of Members of the said company.

WHEREAS,

Mr./Mrs./Miss..... (.) Died on leaving behind him/her the following legal heirs:

- (i)
- (ii)
- (iii)
- (iv)

AND WHEREAS,

The above-mentioned shares were the separate and self-acquired property of the deceased, Under the Hindu succession Act, 1956 the person/s mentioned hereinabove is/are the only heir/s of the deceased and entitled to inherit solely/jointly the aforesaid shares.

NOW, THEREFORE,

I/We, the undersigned, request the company to transmit the afore said shares standing registered in the name of the deceased in my sole/our joint name(s) and also to pay to me/us any dividend payable on the aforesaid shares by the company without production of succession certificate or letters of administration or probate. In consideration of the company having agreed to transmit and register the aforesaid shares in my/our name(s) on my/our executing a bond in favor of the company I/We the applicant(s) hereunder for myself/ourselves, my/our 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, upon the company transmitting and registering the said Shares in my/our names and paying to me/us the dividends already due on the said shares, at all times save, defend indemnify and keep indemnified the company, Its successors and assigns, its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims, and demands whatsoever for or on account of the said shares or the dividends or any part thereof, or otherwise in connection with the same, and from and against all claims, damages, expenses and losses arising in any manner howsoever.

Applicant (s)

(1)

(2)

Signature:

Name:

Address:

In witness whereof I/We, the applicant(s) herein has/have signed and set my/our hand(s) this ... day of...

Signature

Name & address

Witness NO. 1

Witness No. 2

Place.....

Date.....

WE, the undersigned certify that the above facts are true to the best of our knowledge and bind ourselves as sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the said company, its successors and assigns, its estate and effects, and its directors, manager, secretary and shareholders may sustain, incur or be liable for in consequence of complying with the request contained above of the applicant(s)herein and the company and its successors, assigns, directors, manager, secretary and shareholders will be entitled to claim and realize all claims, charges, costs, damages, demands, expenses and losses from our persons or our properties, as the case may be.

Signature

Name & Address

Surety 1

Surety 2

Place.....

Date.....

Note: Indemnity Bond should be verified in the presence of the First Class Magistrate or a Notary Public under their office Seal.

AFFIDAVIT BY LEGAL HEIRS FOR TRANSMISSION OF SHARES

(Affidavit to be executed on Rs. 50/- Non-judicial stamp paper)

I/We wife/son(s) /daughter(s) of Late Mr. /Mrs. Resident of do solemnly swear and sincerely state as under:

1. That..... Equity shares having distinctive nos. from to..... of the face value of Rs. 10/- each bearing distinctive nos. are standing registered in the name of late Shri/ Smt..... in the books of
2. That Shri / Smt. died intestate on
3. That Shri / Smt left behind him / her following heir(s).
4.

Sr. No.	Name	Age	Relation to the deceased
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5. That the above mentioned shares were the separate and self-acquired property of the deceased.
6. That Under the Indian Succession Act,1925/ The Hindu Succession Act, 1956/Muslim Personal Law (Shariat) Application Act , 1937 or any other law applicable to the applicant (Strike out whichever is not applicable) the person (s) mentioned above is / are his/her only heir(s) and are entitled to inherit singly / jointly the aforesaid shares.
7. That the deceased Shri / Smt left no other heir than those mentioned in clause 3 of this affidavit and that the person(s) mentioned in the said clause 3 are his/her only heirs.
8. That I / We therefore request the Company to transmit the aforesaid shares standing registered in the name of late Shri / Smt in favour of Without production of succession certificate or letter of administration or probate.
9. That I/We the legal heir(s) have not transferred the said shares or any of them in favour of any other person and we have not executed any instrument of transfer for the said shares / debentures in favour of any person.

Signature (s) of Deponent:

1 _____
2 _____

VERIFICATION

I/We the above named person (s) verify that the statements contained in the above paragraphs are True to the best of my / our knowledge and belief and that nothing material has been concealed.

Signature (s) of Deponent:

1 _____
2 _____

Place:

Date:

NOTE: Affidavit should be verified in the presence of the First Class Magistrate or a Notary Public under their office Seal.

ANNEXURE II

NO OBJECTION LETTER

(To be executed on Non-judicial Stamp paper of Rs. 20/-)

Date:

(No. of Shares)_____ Equity shares bearing distinctive nos. _____
(both inclusive) of the face value of Rs. 10/- each stand registered in the name of
(Name of the deceased shareholder)_____ in the Books of the (Name of The
Company)_____.

Shri/Smt. _____ died on (Date)_____
leaving behind him/her the following as his/her legal heirs:

Name	Relationship with the deceased

The shares mentioned above were the separate and self-acquired property of the deceased under the Hindu Succession Act, 1956, and the persons named above are entitled to jointly inherit the aforesaid shares.

We do hereby agree and shall have no objection to the transmission of the said equity shares standing registered in the books of the (Name of The Company) _____ in the name of Late Shri/Smt. _____ to the sole/joint name(s) of Smt/Shri _____.

We request _____ to transmit the aforesaid equity shares to the sole/joint names of Smt./Shri _____ and to pay to them the outstanding dividend, if any, without production of the succession certificate.

Yours faithfully

Signatures of all legal heirs

Encl: Self attested copy of ID Proof of all legal heir(s).

ANNEXURE III

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)

APPLICATION FORM FOR TRANSMISSION/TRANSPOTION

Series and each category of Shares/Debenture/Bonds.

PLEASE FILL UP IN CLEAR BLOCK LETTERS

(A) Type of Request (Tick relevant box)

(1)TRANSMISSION (2) TRANSPOTION (3) AMALGAMATION

(B) Name of the Company.....

(C) Register Folio No. ----- (The folio is mentioned on the front/reverse of the certificate)

(D) Name of the Holder(s) [As enclosed on certificate(s)]

FULL NAMES OF HOLDERS	
(1)	-----
(2)	-----
(3)	-----

(E) Particulars of Share/Debenture/Bond Certificate(s)(if space provided is Insufficient, then continue on reverse)

CERTIFICATE NO.	DISTINCTIVE NOS.		NO.OF SECURITIES
	FROM	TO	
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

(F) Total No. of Shares/Debenture/Bonds-----

(G) To be Transmitted/Transposed in favour of (in case of Amalgamation, do not fill up this column)

Title	First Name	Middle Name	Surname	Father/Husband Name	Occupation
(1)-----	-----	-----	-----	-----	-----
(2)-----	-----	-----	-----	-----	-----
(3)-----	-----	-----	-----	-----	-----

(H) Full address of fist Holder

-----PIN CODE-----

Signature(s)

(1)-----
(2)-----
(3)-----

(I) Tick The type of documents submitted

S.NO	Type of Documents Submitted	Mark Here	
(1)	Death Certificate	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Succession Certificate	<input type="checkbox"/>	<input type="checkbox"/>
(3)	Probate of the Will	<input type="checkbox"/>	<input type="checkbox"/>
(4)	Letter Of Administration	<input type="checkbox"/>	<input type="checkbox"/>
(5)	Marriage Certificate	<input type="checkbox"/>	<input type="checkbox"/>
(6)	Any other, Viz-----	<input type="checkbox"/>	<input type="checkbox"/>

For Office use only:

Checked by _____
Signature tallied by _____
Entered in Register of Transfer no. _____
Approval Date _____

Folio

Co.Code

Specimen Signature(s) of Transferee(S)

1. _____

2. _____

3. _____