

PROCEDURE FOR TRANSMISSION OF SHARES

Following documents require for transmission of shares:

1. Share certificate in original.
2. Copy of death certificate (Hindi/English version)duly attested.
3. For value of securities more than Rs. 2,00,000 (Rupees Two lakh only) copy of probated will / succession certificate/letter of administration (Hindi/English version) duly attested.
Or
For value of securities upto Rs. 2,00,000 (Rupees Two lakh only) An indemnity bond duly attested by a First Class Magistrate or Notary Public as per enclosed format.
4. An affidavit (Duly Notarised) regarding confirmation as to the legal heirs of the deceased as per enclosed format.
5. Specimen signature of the legal heirs duly attested by banker.
6. No objection certificate (NOC) from all legal heirs who do not object to such transmission (or) copy of family Settlement Deed duly notarised or attested by a Gazetted Officer and executed by all the legal heirs of the deceased holder.
7. Proof of Identification (POI) i.e. attested copy of PAN card & Proof of Address (POA) of legal heir's.

INDEMNITY BOND FOR TRANSMISSION
(on Rs 100/- non-judicial stamp paper)

_____ Shares having distinctive numbers from _____ to _____ of face value of Rs /- are standing registered in the name of the Late Shri/Smt _____ under Folio No _____ in the books of M/s -----('Company'). Shri/Smt _____ died on _____ leaving behind him/her the following person(s):

Sl No	Name	Father/Husband Name	Age	Relation with deceased person
1				
2				

The above mentioned shares were the separate and self-acquired property of deceased. Under the Hindu Succession Act, 1956 the person(s) mentioned above is/are his/her heir(s) and is/are entitled to inherit singly/jointly the aforesaid shares.

I/We, therefore request the Company to transmit these aforesaid _____ shares standing registered in the name of late Shri/Smt _____, in the name of _____ without production of succession certificate or letters of administration or probate.

IN consideration of the Company having agreed to comply with my/our above request on my/our executing a bond in favour 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, on the company transferring the said shares into the name of _____ at all times save, defend and keep indemnified at the Company, their heirs, its successors and assigns, its estate and effects, and all directors, managers, secretary and shareholder of the Company, 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 interest or 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 the applicant(s) herein have signed and set my/our hands this _____ day of _____ two thousand _____

Signature of Witness 1

Signature

Name & Address

Name and Full address

Signature of Witness 2

Name and Full address

Date:

Place:

We, the undersigned certify that the above facts are true and bind ourselves as sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the said Company may sustain, incur or be liable for in consequences of complying with the request made by Mr/Mrs _____ in correction with transmission of _____ shares of as contained above and the Company will be entitled to realize all claims, charges, cost, damages, expenses and losses from our persons or our properties as the case may be.

Signature of Witness No. 1

Name and Full address

Signature of Surety No. 1

Name and Full address

Signature of Witness No. 2

Name and Full address

Signature of Surety No. 2

Name and Full address

Date:

Place:

AFFIDAVIT BY LEGAL HEIRS
(to be executed on Rs 10/- non-judicial stamp paper)

I/We _____ Son(s)/Daughter(s)/Wife of _____ resident of _____ do solemnly swear and sincerely state as under:

1. That _____ shares having distinctive numbers from _____ to _____ of the face value of Rs /- each are standing registered in the name of Shri/Smt _____ under Folio No. _____ in the books of M/s _____ ('Company').
2. That Shri/Smt _____ died on _____ .
3. That Shri/Smt _____ left behind him/her the following heirs:

Sl No	Name	Father/Husband Name	Age	Relation with deceased person
1				
2				

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 person(s) mentioned in paragraph 3 is/are entitled to inherit the aforesaid shares singly/jointly.
6. That the deceased Shri/Smt _____ left no other heir other than those mentioned in Clause 3 of this affidavit and the person(s) mentioned in the said Clause 3 is/are/his/her only heir(s)
7. That I/we therefore request the Company to transmit the aforesaid shares standing registered in the name of late Shri/Smt _____ under Folio No. _____ in favour of Shri/Smt _____ without production of Succession Certificate or letters of Administration or Probate.

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.

Place:

Date:

Signature of Deponent

1.

2.