

PROCESS FOR TRANSFER OF SHARES

Following documents are required to be submitted to us for transfer of shares:

1. Share Transfer Form SH-4 as per below format (with stamp affixed i.e. 0.25% of present market value of shares). Kindly print the form on same paper (front and back).
2. PAN card copy of parties i.e. all buyers & all Sellers
3. Original Certificates
4. Original Cancelled Cheque of FIRST buyer only with his/her name printed on it **OR** copy of passbook and bank statement (not 3 over months old) attested by banker.
5. Calculation of Stamp duty :

No. of shares * Market Value per share = Total value of shares

Amount of Stamp Duty = 0.25% of Total value of shares

NOTE:

1. Name of transferor(s) mentioned on share certificates should be similar as printed on PAN card. In case there is difference due to addition or deletion of fathers name or addition or deletion of surname etc, kindly submit affidavit for name difference (format enclosed).
2. In case transferor(s) signature has changed, kindly submit KYC form duly attested by banker (format enclosed).
3. In form SH-4, Transferee's name(s) should be filled same as mentioned in their PAN CARD. There should not be any difference of any letter or word due to whatsoever reason.

AFFIDAVIT FOR DIFFERENCE IN NAME WITH PAN CARD
(To be executed on non judicial stamp paper of Rs. 10/-)

First holder _____ S/O/ D/O _____ PAN _____

Ist joint holder _____ S/O, D/O _____ PAN _____

2nd joint holder _____ S/O, D/O _____ PAN _____

Registered address of First share holder only) _____

Do hereby solemnly affirm and declare as under:-

That, I/We, share holder (s) of M/s _____
And hold equity shares as per details given hereunder

| Folio no. | no of shares | share distinctive nos. |
|-----------|--------------|------------------------|
|-----------|--------------|------------------------|

That , on my PAN CARD my name is printed as _____

That I further state and affirm that my name is printed in share certificate is as _____ and my name in PAN CARD is as _____ and both are of one and same person.

That in future , because of these name difference, if any claim arises then I take the whole responsibility on myself and indemnify the company or its directors or its officials or its Share Transfer Agent from any losses or damages whatsoever.

That I oath and solemnly declare/affirm that the particulars furnished by me above are correct and that I have not concealed or misrepresented any facts.

Signature of the Deponents

VERIFICATION:-

I/We solemnly verify that the facts stated above are true and that nothing material has been concealed

Signature of the Deponents

The affidavit should be verified in the presence of First Class Magistrate or a Notary Public, In the event of verification in the presence of Notary Public, the affidavit should be contain the Notary Stamp.

SIGNATURE ATTESTATION PERFORMA

<To be given on Bank's Letter Head> or with < Bank Branch Seal, signatory name & number seal>

This is to certify that

Mr./Ms. _____ Age _____

S/o or D/o or w/o _____

residing at :- _____

is holding and operating the following account in our bank and branch since _____

Bank Name: - _____

Bank address:- _____

Holder Bank A/c no. and Type (please tick) : Saving / Current / NRE / NRO / FCNR / Other

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MICR Code: - (09 digit)

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IFSC Code: - (11 digit)

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PAN NO. -

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A/c holder Tel./Mobile no _____ Email ID:- _____

Signature of above share holder as per bank's records: _____

Signature of Bank Manager: - _____

Bank & Branch Seal with employee name & number:- _____

Bank Telephone nos.(with std code.) :- _____

Date: - _____

Place: - _____