

PROCESS FOR TRANSFER OF SHARES

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

1. Share Transfer Form SH-4as 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. In case of mismatch of name of transferor(s)/ seller(s) OR transferee(s) /buyer(s) in PAN card vis-à-vis name on share certificate/transfer deed, any one of the following documents may be submitted:
 - a. Copy of Passport
 - b. Copy of legally recognized Marriage certificate
 - c. Copy of Gazette notification regarding change in name
 - d. Copy of Aadhar card
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.
4. In case any of Transferor(s) is deceased then write DECEASED in place of his/her signature and attach notarized or original death certificate.

SIGNATURE ATTESTATION PERFORMA

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

This is to certify that Date: - _____

Mr./Ms. _____ Age _____

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

residing at :- _____

Please affix your
recent passport size
photograph
(with cross signature)

_____ 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

<input type="checkbox"/>																			
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MICR Code: - (09 digit)

<input type="text"/>																			
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IFSC Code: - (11 digit)

<input type="text"/>																			
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PAN NO. -

<input type="text"/>																			
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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:- _____

Official email-ID of Bank Signatory : _____

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

***KINDLY ENCLOSE LATEST BANK ACCOUNT STATEMENT ATTESTED BY BANK MANAGER.**

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. securities being transferred		Consideration received (Rs.)				
In figures	In words	In words	In figures			
Distinctive number	From					
	To					
Corresponding Certificate Nos.						

Transferor' Particulars

Registered Folio Number:

S No	Name (s) in full	Signature (s)
1.		
2.		
3.		

I, hereby confirm that the Transferor has signed before me.

Signature of Witness _____

Name & Address _____

P.T.O

Transferee's Particulars

Name in full	Father's/ mother's / Spouse Name	Address & E-mail id	Occupation	Existing folio No., if any.	Signature
(1)	(2)	(3)	(4)	(5)	(6)

Folio No. Transferee

Specimen Signature of Transferee

Value of stamp affixed(Rs)

Enclosures:

- (1) Certificate of shares or debentures or other securities
- (2) If no certificate is issued, letter of allotment.
- (3) Others , specify

Stamps

For office use only

Checked by.....

Signature tallied by.....

Entered in the Register of Transfer onvide Transfer No.....

Approval Date.....

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

Registered on..... at No.....

On the reverse page of the certificate

Name of the Transferor	Name of the Transferee	No. of shares	Date of Transfer
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Signature of the authorized signatory