

PROCEDURE FOR DELETION OF JOINT NAME(S)

PLEASE NOTE THIS IS APPLICABLE ONLY WHERE SHARE CERTIFICATES ARE HELD IN JOINT NAMES AND ONE OR MORE SHAREHOLDER(S) ARE APPLYING FOR NAME DELETION OF DECEASED SHAREHOLDER(S).

ENCLOSURES:

- 1. Duly completed Name deletion application in format given below.**
- 2. Notarized death certificate of deceased shareholder(S).**
- 3. All Original share certificate(s).**
- 4. Self-attested PAN card of all applicant shareholder(s).**
- 5. Self-attested address Proof of surviving Shareholder. In case present address differs with our records, kindly send Change of request (COA) form also.**
- 6. An original cancelled cheque of First named shareholder (after name deletion) having his/her name printed on it.**

INSTRUCTIONS TO FILL FORM:

- 1. Please fill all name and address in block letters (if hand written)**
- 2. Do not fill form in two pages**
- 3. In case address is changed from address recorded with us, please attach self attested copy of any two of these documents of first shareholder: Driving license/ passport/ voter ID Dcard/ Aadhar Card, duly attested by his banker.**
- 4. Please fill details correctly in form with due care.**
- 5. Strike out whichever is not applicable.**
- 6. ADDITION OF ANY NEW SHARE HOLDER IS NOT PERMITTED.**
- 7. SEPARATE FORM IS REQUIRED FOR EACH FOLIO**

OR

IN CASE SURVIVING SHAREHOLDER(S) WANT TO DELETE NAME OF DECEASED SHAREHOLDER(S) AS WELL AS WANT TO DEMAT THE SHARES, THE SURVIVING SHAREHOLDER(S) CAN DIRECTLY SUBMIT A REQUEST TO THE DP WITH THE FOLLOWING DOCUMENTS FOR BOTH THE REQUESTS

- 1. Transmission form (from the DP)**
- 2. Copy of Attested Death Certificate**
- 3. Original share certificates**

REQUEST FOR DELETING NAME OF THE DECEASED SHAREHOLDER ON SHARE CERT.

UNIT : _____

FOLIO NUMBER : _____

Dear Sir,

Re: Deletion of name of the deceased shareholder

I/We, the undersigned being the joint holder(s) with Mr./Mrs./Miss
.....(deceased) who has expired on hereby request you to delete his/her name from the Register of Members of the Company in respect of the below mentioned shares, share certificates for which are sent herewith for the above said purpose.

| certificate No from | Certificate no up to | Distinctive No from | Distinctive No up to | No of shares |
|---------------------|----------------------|---------------------|----------------------|--------------|
| | | | | |
| | | | | |
| | | | | |

I/We, give hereunder particulars regarding surviving holder / joint holder(s) as would be required by you for your records.

| Sl.No | Full Name of Surviving holder(s) | Father's/ Husband's Occupation | Name | Occupation |
|-------|----------------------------------|--------------------------------|------|------------|
| | | | | |
| | | | | |

Complete Address of Sole Survivor/1st Holder (Pin code is must to provide):

| | |
|--|--|
| | |
| Signature of sole Surviving Shareholder | Signature of Surviving Joint holder-1 |

(To be filled by Share Department)

Name deletion inward No.

New / Existing Folio No.

Approved on: