

CHECKLIST FOR TRANSMISSION OF SHARES

PLEASE NOTE if as on date of application, market value of equity shares is more than Rs. 2,00,000 per company, then Duly attested copy of succession certificate OR probate of will OR letter of administration having complete details of shares in the Schedule of Assets is **MANDATORY.**

In Case if as on date of application market value of equity shares is **LESS** than Rs. 2,00,000/- per company then you need to execute Indemnity Bond & Affidavit as per Performa given below herein.

We are giving below documents to be submitted in both above cases:

S. no.	If Duly attested copy of <u>succession certificate OR probate of will OR will OR letter of administration</u> having complete details of shares in the Schedule of Assets IS SUBMITTED:	If Duly attested copy of <u>succession certificate OR probate of will OR will OR letter of administration</u> having complete details of shares in the Schedule of Assets IS NOT AVAILABLE:
1.	Duly attested death certificate of deceased shareholder(s).	Duly attested death certificate of deceased shareholder(s).
2.	All Original share certificates	All Original share certificates
3.	Self attested copy of PAN card of all claimants as mentioned in succession certificate.	Self attested copy of PAN card of all legal heirs and/or deponent(s).
4.	Original Cancelled Cheque with name of first deponent printed on it OR copy of passbook/ bank statement (not more than 2 months old) attested by banker.	Original Cancelled Cheque with name of first deponent printed on it OR copy of passbook/ bank statement (not more than 2 months old) attested by banker.
5.	Deponent(s) specimen signature (with color photograph) duly attested by bank manager	Deponent(s) specimen signature (with color photograph) duly attested by bank manager
6.	Deponent(s) self attested photo-ID address proof i.e. Voter-ID/ Passport/ Aadhar card/ Driving License.	Deponent(s) self attested photo-ID address proof i.e. Voter-ID/ Passport/ Aadhar card/ Driving License.
7.	NOT APPLICABLE	Indemnity Bond duly executed on Non-Judicial Stamp Paper
8.	NOT APPLICABLE	Affidavit on Non-Judicial Stamp Paper, duly executed, attested and affirmed by Notary.
9.	NOT APPLICABLE	No-Objection Certificate from legal heir(s) those are relinquishing their rights on the equity shares. (Applicable, where legal heirs are more than one. Only one combined certificate is required)

Instructions for preparing the documents:

- a. Stamp Paper must be purchased only in name of the executor. Indemnity bond to be executed on non-judicial stamp paper of Rs.100/-, affidavit to be executed on non-judicial stamp paper of Rs.10/- and deed of relinquishment to be executed on non-judicial stamp paper for Rs. 100/- as per formats enclosed.
- b. The affidavit, Deed of relinquishment and death certificate to be attested by first class magistrate OR Oath Commissioner OR Notary public with appropriate value of notary stamp.
- c. As two witnesses and two sureties are required, kindly ensure that sureties are not your family member/ relative. Full name, address and signatures of the sureties and witnesses are required on Indemnity bond and also attach their self attested photo ID address proof.
- d. **Income/Net worth of surety should be more than the market value of shares as on date of application.** Each Surety has to attach self attested copy of PAN Card, recent passport size photographs and latest Income-tax return or any other document showing Income/net worth of Sureties.
- e. Every page of Indemnity/Affidavit must signed by the deponent(s).
- f. Shares can be transmitted to the maximum of three legal heirs only
- g. Deed of relinquishment/ No-Objection certificate will be provided by all legal heirs those are relinquishing their rights on the equity shares. (Applicable where legal heirs are more than one).
- h. If the deponent is/are illiterate, his/her/their thumb impression must be attested by a Magistrate or Notary Public under the seal of his office.
- i. Please fill up the details as per the documents you are annexing and any correction/modification on these documents needs initials of the executors.

APPLICATION FOR TRANSMISSION OF SHARES

(Please fill this application carefully after reading the instructions given in the checklist, so that rejection of the application can be avoided)

To,
The Company Secretary,
(Name and address of the company)

Affix Photograph of legal heirs

Dear Sir/Madam,

I/We _____ being the legal heir(s) in respect of the under mentioned shares of the company held by the late Shri/Smt. _____ hereby agree to accept and hold the said shares in my/our name(s) and also agree to be registered as member(s) in the Register of Members of the Company, subject to the provisions of the Memorandum and Articles of Association of the Company. Full description of the shares:

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares</u>
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Full Name of Deceased shareholder(s) _____ Date of Death _____

I/We am/are the (Nominee / Legal heir(s) / Successors / Executor(s) of the Will OR Administrators of the Estate of the deceased. The following are particular of Applicant(s):

Sr.	Name & Address of the Applicant(s)	Age	Relation with the deceased
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1.

2.

3.

My/Our specimen signature(s) is/are as below:

[Signature of the Applicant(s)]

Please tick whichever is applicable and enclose:

The Hon'ble Court has granted me/us Probate of the Will / Letters of Administration / Succession Certificate on _____ (date of the order).

Duly attested copy of succession certificate OR probate of will OR letter of administration having complete details of shares in the Schedule of Assets.

OR

In the absence of probate of the will / letters of administration / succession certificate, I/we are furnishing indemnity bond and affidavit thereof for transmission.

1. Indemnity Bond duly executed on Non-Judicial Stamp Paper (NJS)
2. Affidavit on NJS, duly executed, attested and affirmed by Notary.
3. No-Objection Certificate from each legal heir.

Note: - In case claimant is nominee and is registered in company records, both the above is not applicable.

In addition to above, I/We hereby submit the following documents to support my/our claim for transmission of shares held by the deceased:

1. Duly attested death certificate of deceased shareholder(s).
2. All Original share certificates
3. Self attested copy of PAN card of all legal heirs and/or deponent(s).
4. Original Cancelled Cheque with name of first deponent printed on it OR copy of passbook/ bank statement (not more than 2 months old) attested by banker.
5. Deponent(s) specimen signature (with color photograph) duly attested by bank manager
6. Deponent(s) self attested photo-ID address proof i.e. Voter-ID/ Passport/ Aadhar card/ Driving License.

I/We declare that information given above is true and correct to my/our knowledge and that I/We am/are the only legal heir(s) in respect of the share of the company held by the deceased above named. I/We hereby request you to transmit the shares covered under Folio No. _____ standing in the name of the deceased in my/our name and enter my/our name(s) in the Register of Members of the Company.

Date:
Place:

Signature of the Applicant(s)

- 1.
- 2.
- 3.

FOR OFFICE USE ONLY

Registered with the company under Registration No: _____ Date: _____

AFFIDAVIT

Affidavit by Legal Heirs of a Deceased Shareholder for Transmission of Shares (to be executed on non-judicial stamp paper of Rs. 10/- (Rupees Ten only))

I/We _____ aged about _____ years
(respectively), residing at _____
do solemnly affirm and declare as follows:-

1. That _____ equity shares in _____ Ltd, bearing distinctive number from _____ to _____ of the face value of Rs _____ each is/are registered in the name of Shri / Smt _____ in the register of members of the company.
2. That Shri / Smt _____ died Intestate on _____ (Date of death).
3. That the following are the only heir of the late Shri / Smt _____
 - (i) Shri / Smt _____ aged _____ residing at _____

 - (ii) Shri / Smt _____ aged _____ residing at _____

 - (iii) Shri / Smt _____ aged _____ residing at _____

 - (iv) Shri / Smt _____ aged _____ residing at _____

 - (v) Shri / Smt _____ aged _____ residing at _____

4. That the late Shri / Smt _____ has not sold transferred pledged or otherwise disposed of the said shares.
5. That the said shares were the separated and self-acquired property of the late Shri/Smt _____.
6. That under the Hindu Succession Act, 1956, the person(s) mentioned in paragraph 3 above is/are entitled to inherit the aforesaid.
7. That the late Shri/Smt. _____ has left no other legal heir then those in paragraph 3 above and the person(s) mentioned is/are his only legal heir(s).

8. That I/We therefore request the company to transmit the aforesaid shares and register them in my/our name(s) in the book of the company without production of succession certificate or letters of administration.

Place: _____
Date _____

Name, Address, Signature(s) of the Deponent(s)

Signature and Seal of Notary Public/Magistrate

I/We the deponent(s) above names do hereby state and verify that the contents of above affidavit are true and corrected to the best of my/our knowledge and nothing materials have been concealed.

(Affidavit should be attested by the magistrate / Oath Commissioner / Notary Public with appropriate value of notarial stamp.)

INDEMNITY BOND
Indemnity Bond for Transmission of Shares
(to be executed on non-judicial stamp paper of Rs. 100/- (One Hundred only))

WHEREAS, _____ Equity Shares having distinctive numbers from _____ to _____ of the face value of Rs. _____ each and on which Rs. _____ per share is/are paid comprised in the shares Certificate(s) No.(s) _____ of _____ 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)
- (v)

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 herein above is/are the only heir of the deceased and entitled to inherit solely/jointly the aforesaid shares.

NOW, THEREFORE,

I/We the undersigned, request the company to transmit the aforesaid shares standing registered in the name of the deceased in my sole/our joint name(s) and also to pay to me/us and 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) our executing bond in favors of the company I/We the applicants(s) hereunder for myself / ourselves, my/our heirs, executors, administrators and assign 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 side shares, at all times save defend, indemnity and keep indemnified the company its successors and assigns, its estate directors, manager, secretary and shareholders and their heirs, executors and assigns from against all action, suits proceeding, accounts, claims and demands whatsoever for or on account of the said shares or the dividends or part thereof, or otherwise in connection with the same, and from and against all claims, damages expenses and losses arising in any manner howsoever.

In witness whereof I/We, the applicants(s) herein has/have signed and set my/our hand(s) at:

Date:
Place:

RELINQUISHMENT/ NO OBJECTION LETTERS
(Applicable only if legal heir/claimant is more than one)

[To be executed on non-judicial stamp paper of Rs. 100/- (One Hundred only)]

Dated: _____

Dear Sir,

_____ Equity Shares bearing Certificate no(s) _____

Distinctive Nos.: _____

(both inclusive) of face value of Rs. _____/- each are standing registered in the name of Shri/ Smt.

_____ died intestate on _____

(Date as per death certificate) leaving behind him/her the following as his/her legal heirs.

Name of ALL legal heirs	Age	Relationship with the deceased
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

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

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

We also have no objection to pay to them the outstanding dividend if any, without production of the succession certificate.

Name of those Legal Heirs only, who are relinquishing their rights on the shares

Signature

1. _____

2. _____

3. _____

4. _____

(Attested by the Notary Public with appropriate value of notarial stamp.)

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="checkbox"/>																			
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IFSC Code: - (11 digit)

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

<input type="checkbox"/>																			
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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.**