

Procedure for transmission of shares of face value of Rs.10/-

(A) Transmission of shares in case of nomination:

1. Duly signed Transmission service request in **ISR-4**
2. Duly signed transmission request form by the nominee in **ISR-5**
3. Original death certificate or copy of death certificate attested by the nominee subject to verification with the original or copy of death certificate duly attested by a notary public or by a Gazetted Officer
4. Self-attested and dated copy of the Permanent Account Number card of the nominee, issued by the Income Tax Department
5. Self-attested and dated copy of Aadhar card
6. Original share certificate
7. Copy of Birth Certificate (in case the nominee/claimant/legal heir is a minor)
8. KYC* of the Claimant Guardian (in case of nominee /claimant being a minor / of unsound mind).
9. KYC* of Nominee

(B) Transmission of shares in case of no nomination registered:

1. Duly signed Transmission service request in **ISR-4**
2. Duly signed transmission request form by the nominee in **ISR-5**
3. Original death certificate or copy of death certificate attested by the nominee subject to verification with the original or copy of death certificate duly attested by a notary public or by a Gazetted Officer
4. Self-attested and dated copy of the Permanent Account Number card of the nominee, issued by the Income Tax Department
5. Self-attested and dated copy of Aadhar card
6. Original share certificate
7. Copy of Birth Certificate (in case the nominee/claimant/legal heir is a minor)
8. KYC* of the Claimant Guardian (in case of nominee /claimant being a minor / of unsound mind).
9. KYC* of Nominee

With Succession Certificate / Will / Probate of Will / Letter of Administration	Without Succession Certificate / Will / Probate of Will / Letter of Administration
[Mandatory for value of shares more than Rs. 5,00,000 (Rupees Five Lakhs)]	[Applicable when value of share is up to Rs. 5,00,000/- (Rupees Five Lakhs)].
Notarized affidavit from all legal heir(s) made on non-judicial stamp paper of appropriate value on identity and claim of ownership, as per the format provided in Annexure-1	Notarized affidavit from all legal heir(s) made on non-judicial stamp paper of appropriate value on identity and claim of ownership, as per the format provided in Annexure-1

<p>In case the legal heir(s)/claimant(s) are named in the Succession Certificate or Probate of Will or Will or Letter of Administration or Legal Heirship Certificate(or its equivalent certificate), instead of the document mentioned above, an Affidavit from such legal heir(s)/claimant(s), duly Notarised and as per the format provided in Annexure-1, shall be sufficient.</p>	<p>In case the legal heir(s)/claimant(s) are named in the Succession Certificate or Probate of Will or Will or Letter of Administration or Legal Heirship Certificate(or its equivalent certificate), instead of the document mentioned above, an Affidavit from such legal heir(s)/claimant(s), duly Notarised and as per the format provided in Annexure-1, shall be sufficient.</p>
<p>Copy of any of the following documents:</p> <ul style="list-style-type: none"> (a) Succession certificate; or (b) Probate of Will; or (c) Will, along with a notarized indemnity bond from the legal heir(s)/claimant(s) to whom the securities are transmitted, as per the format specified provided in Annexure-2; or (d) Letter of Administration; or (e) Court Decree; or (f) Legal Heirship Certificate or its equivalent, along with <ul style="list-style-type: none"> (i) a notarized indemnity bond from the legal heir (s)/claimant(s) to whom the securities are transmitted, as per the format specified provided in Annexure-2; and (ii) No Objection from all the non - claimants, duly attested by a notary public or by a gazetted officer as per the format provided in Annexure-3. <p>The document should be Attested by the legal heir(s)/claimant(s) subject to verification with the original or duly attested by a notary public or by a Gazetted officer.</p>	<p>Notarized indemnity bond made on non-judicial stamp paper of appropriate value, indemnifying the Share Transfer Agent/listed entity, in as per the format provided in Annexure-2 .</p> <p>No objection certificate from all legal heirs(s), as per the format provided in (Annexure-3), or copy of family settlement deed executed by all the legal heirs, duly attested by a notary public or by a gazetted officer; and</p>

Notes:-

➤ *** KYC Documents of claimant(s)/shareholder(s)**

1. KYC request in ISR-1
 2. Signature Attestation by Bank in ISR-2
 3. Nomination registration in SH-13 or Opt out of Nomination in ISR-3
 4. Original cancelled cheque leaf or Copy of Bank Passbook certified by Bank
 5. Self-attested and dated PAN and Aadhar card copy
- Company/RTA will process the request and will issue Letter of Confirmation and send it through registered/speed post to the postal address of Shareholder or through e-mail with e-sign and /or Digital signature
- Shareholder shall submit Demat Request with Depository along with Original Letter of Confirmation within 120 days from the date of issuance of Letter of Confirmation.
- In case of non-receipt of Demat request from the securities holder/claimant within 120 days of the date of Letter of Confirmation, the shares will be credited to Suspense Escrow Demat Account of the Company.

Note: Furnishing of PAN, KYC details and Nomination is mandatory for holders of physical securities.