

Procedure for Transmission of Shares of face value of Rs.10/-

- a) Transmission of shares in favour of legal heir / claimant with / without the Succession Certificate / Probate of Will / Letter of Administration. The claimant / Legal heir will write to the Company about transmission of shares with the following documents:

With Succession Certificate / Probate of Will / Letter of Administration	Without Succession Certificate / Probate of Will / Letter of Administration (Applicable when value of share is up to Rs.2,00,000/- (Rupees Two Lakhs) as per SEBI Circular).
(a) Certified copy of Death Certificate of deceased shareholder (b) Certified copy of Succession Certificate / Probate of Will / Letter of Administration (c) Original Share Certificate (d) PAN card copy (Self Attested) (e) Aadhar card copy (Self Attested) (f) Signature verification by Bank (g) Cancelled cheque leaf	(a) Certified copy of Death Certificate of deceased shareholder (b) Affidavit on Rs.100/- non judicial stamp paper duly notarised, (Maximum 3 legal heirs can claim shares for transmission) (c) Indemnity on non-judicial stamp paper of Rs.500/-. (d) No objection from other legal heirs for transmission of shares in favour of claimant/ legal heirs on Rs.100/- Non Judicial Stamp paper which should be notarised. (e) Legal Heir certificates (as per law) (f) Original Share Certificate (g) PAN card copy by all legal heirs (Self Attested) (h) Aadhar card copy by all legal heirs (Self Attested) (i) Signature verification by Bank (j) Cancelled cheque leaf.

- b) If there is loss of share certificates, please provide documents as per procedure for issue of Duplicate Share Certificates.
- c) One Notarized affidavit for the transmission cum duplication can be provided/ or multiple process in one application.

- d) One indemnity Bond can be provided in case of multiple process in one application.
- e) If there is change in signature, please provide documents as per procedure for change in signature along with above documents.
- f) If there is change in address—follow procedure for change of Address.
- g) If there is change in name – follow procedure for change in name
- h) If there is change in bank details - follow procedure for change in Bank details
- i) One Notarized affidavit for the transmission cum duplication can be provided/ or multiple process in one application.
- j) One indemnity Bond can be provided in case of multiple process in one application.
- k) E-mail the **duly filled, signed and dated** documents on RTA email id with cc to Company e-mail id.
- l) Courier the original documents to the address of Registrar and Transfer Agent.
- m) E-mail the courier slip as proof of dispatch to RTA email id with cc to Company e-mail id.
- n) Email id and Address of RTA and the Company has been mentioned in **General Information Section.**