

PROCEDURE OF NAME DELETION OF DECEASED SHAREHOLDER(S) IN CASE OF JOINT HOLDER

- a) Request letter for name deletion duly signed by the surviving joint holder(s). **(Refer respective format under download section).**
- b) Original share certificates for the entire holding/s for deletion of name.
- c) Annex a duly attested copy of the death certificate of the deceased shareholder, in original or a copy thereof, duly attested, by notary public.
- d) Furnish banker verification form duly attested by the bank manager along with the original cancelled cheque leaf. The attestation should contain the employee code of the person attesting the signature as well as the bank seal. **(Refer respective format under download section).**
- e) Annex a self-attested copy of the PAN card of surviving shareholder(s).
- f) Proof of address, a self-attested copy of any one of the below mentioned document: Aadhar card, Passport, Utility bills like Telephone Bill, Electricity bill & Gas Bill (not more than 3 months old).
- g) Kindly update your KYC details by furnishing information and documents as per KYC procedure mentioned under Investor Section.
- h) In case of loss of share certificates, please follow the procedure for issue of duplicate share certificate.
- i) E-mail the **duly filled, signed and dated** documents on RTA email id with cc to Company e-mail id.
- j) Courier the original documents to the address of Registrar and Transfer Agent.
- k) E-mail the courier slip as proof of dispatch to RTA email id with cc to Company e-mail id.
- l) Email id and Address of RTA and the Company has been mentioned in **General Information Section.**