

Transmission of shares:

(Procedure for the shares held in Physical mode, in case shares are held in Demat mode please approach your "Depository Participant")

1. Transmission of shares arises in case of death of the registered shareholder(s) holding shares in their name.
2. As per SEBI circular no. SEBI/HO/MIRSD3/CIR/P/2016/00000085 dated September 15, 2016, the following Documents are required for transmission of securities held in physical mode:-

I. For securities held in single name with a nominee:

- a) Duly signed transmission request form by the Nominee;
- b) Original or Copy of the Death Certificate of deceased shareholder(s) duly attested by Notary Public or by Gazetted Officer;
- c) Self-attested copy of PAN card of the nominee. (Copy of PAN card may be substituted with ID proof in case of residents of Sikkim after collecting address proof) ;
- d) Self-attested copy of Address proof i.e. AADHAAR Card or Passport or Driving License or Voter ID;
- e) Bank Mandate Form.
- f) Original Valid Share Certificate(s)

II. For securities held in single name without a nominee:

Following documents in addition to the documents at (I) above are required:

- a) Affidavit from all the Legal heirs, executed on Non-Judicial Stamp Paper of appropriate value – to the effect of identification and claim of legal ownership to the securities;

Provided that in case the legal heir(s)/ claimant(s) are named in the Succession Certificate or Probate of Will or Letter of Administration, an Affidavit from such legal heir(s)/ claimant(s) alone would be sufficient.

- b) For the market value of securities of the Issuer Company/Bank upto Rs. 2,00,000 (Rupees Two lakh only) as on date of application, one or more of the following documents:
 - i. Succession certificate or Probate of Will or Letter of Administration or Court Decree / Court Order issued by competent court of jurisdiction, as may be applicable.

ii. In the absence of the documents as mentioned at (a) above,

- Title Claim form
- An Indemnity executed on non-judicial stamp paper of appropriate value indemnifying the Issuer Company/Bank.
- A No objection certificate [NOC] from all legal heir(s) (disclaimants) who do not object to such transmission (or) copy of Family Settlement Deed duly notarized or attested by a Gazetted Officer and executed by all the legal heirs of the deceased holder.
- Copy of Legal Heirship Certificate issued by Tahashildar / Revenue Officer duly attested by Notary Public / Magistrate / Bank Manager under his official seal and signature.

c) For the market value of securities more than Rs. 2,00,000 (Rupees Two lakh only) per Issuer Company / Bank as on date of application following document is required to be submitted:

Succession certificate (or) Probate of Will (or) Will (or) Letter of Administration (or) Court decree, as may be applicable in terms of Indian Succession Act, 1925

3. Please also ensure to enclose following documents of person(s) in whose names the shares are to be transmitted (Claimants).

- a) Self-attested copy of PAN card(s);
- b) Self-attested copies of Passport or AADHAAR Card or Driving License or Voter ID;
- c) Original unsigned cancelled copy of the cheque leaf of the active core banking account with the name of the 1st named Transferee appearing on it, where future dividend, if any, is to be credited, in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc.
- d) Un-encashed dividend warrants, if any.

In case, the Death Certificate / Legal Heirship Certificate is in a vernacular language, kindly arrange to forward the attested copy of the same along with an attested translated copy, in English.

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