

Transposition (interchange in the order of names)

I) For securities held in physical form, please submit the following:-

Transposition can be resorted to change the order of holders of the shares inter-se, i.e., the first holder may become second holder or third holder and vice versa. All requests for transposition should be sent to Registrar & Transfer Agents (RTAs) on a plain paper.

1. Transposition form duly completed and signed by all the shareholders as per the specimen signatures recorded with DBSL.
2. Original Valid Share certificate(s).
3. Self-attested copy of the PAN Card(s) and Aadhar Card(s) of all the shareholder(s).
4. Self-attested copy of Passport or Aadhar card or Voter ID or Driving License as address proof of the shareholder(s).
5. Basic information form, duly completed and signed along with original unsigned cancelled cheque leaf of the active core banking account with the name of the 1st named shareholder(s) appearing on it, for updating bank details.
6. In case you wish to interchange the order of the names for the purpose of dematerialising your securities, the form OA (available with your depository participant) may be duly completed in the desired order of names and submitted to them with the Dematerialisation Request Form and the original valid share certificates.

II) For securities held in electronic form, please contact your Depository Participant.

SEBI Circular for requirement of PAN

SEBI Circular no. MRD/DoP/Cir-05/2009 dated 20th May, 2009, they have clarified vide their Circular no. SEBI/MRD/DoP/SE/RTA/Cir-03/2010 dated 7th January, 2010 that it shall be mandatory to furnish copies of PAN cards also for Transposition of shares i.e. when there is a change in the order of names in which physical shares are held jointly in the names of two or more shareholders.

Please therefore attach self-attested copies of PAN cards of ALL the shareholders along with the transposition form.