

APPLICATION FOR DUPLICATE CUM TRANSMISSION OF SHARES

I/We (name of the shareholder), an Indian Inhabitant / NRI presently residing at (address of each applicant) am/are applying for issue of duplicate share certificate cum transmission of shares held in the name of (name of the deceased). The (name of the deceased) expired on (date of expiry) at (place of death). The deceased was holding _____ equity shares of the following description.

Folio No.	Share Certificate No.	Distinctive Nos.	No. of Shares

The share certificate(s) No(s). _____ in respect of the above shares has/have been lost or misplaced and is/are not traceable.

I/We/ am/are the (Nominee/Legal heir(s)/Successors/Executor(s)) of the Will OR Administrators of the Estate of the Deceased. The following are particular of Applicant(s):

Sr. No.	Name and Address of the Legal Heir(s)	Age	Relation with deceased
1.			
2.			
3.			

*The Honorable Court has granted me/us Probate of the Will/Letters of Administration/Succession Certificate on the (date of the order).

OR

In the absence of Probate of the Will/Letters of Administration/Succession Certificate, I/we are furnishing an indemnity bond and affidavit thereof for issue of duplicate share certificates cum transmission of shares.

Note: * is not applicable to nominee

My/Our specimen signature(s) is/are as below:

[Signature of the Applicant(s)]

I/We hereby submit the following documents to support my/our claim for transmission of shares held by the deceased:

1. Indemnity Bond, Surety Form, Affidavit for transmission of shares along with issue of duplicate share certificates.
2. Death certificate of the deceased in original / Attested.
3. Duly attested/Notarised photocopy of Court certified copy of the Probate of the Will/ Succession Certificate
4. Indemnity Bond duly attested on Non-Judicial Stamp Paper (NJS) of Rs.200/- duly affirmed by Notary Public
5. Affidavit on NJS of Rs.100/- duly affirmed by Notary Public
6. Proof of my/our identification and address.

I/We hereby request you to transmit the shares covered under Folio No. _____ standing in the name of the deceased in my/our name and enter my/our name(s) in the Register of Members of the Company.

Name the applicant(s)	Signature of the applicant(s)
1.	1.
2.	2.
3.	3.

Name and Address of the Witness	Signature of the Witness
1.	1.
2.	2.

Place:

Date:

NOTES:

1. The Application should be typed.
2. Shares can be transmitted to the maximum of three legal heirs only.
3. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
4. If the applicant is/are illiterate, his/her/their thumb impression must be attested by a Magistrate or Notary Public under the seal of his office.
5. The Applicants should fill this form in the order in which their names should appear in the certificate.
6. The Death Certificate of the deceased shareholder, if not annexed in original should be duly attested either by S.E.O. or any Gazetted Officer
7. N.O.C. should be in affidavit or declaration form duly affirmed by the Notary Public. N.O.C. should be given by each legal heir individually.
8. Proof of identification and Signature attestation has to be provided for each applicant separately.
9. Applicant is required to provide PAN card & proof of address such as Aadhar card, Passport, Utility bills like Telephone Bill, Electricity bill & Gas Bill not more than 3 months old duly attested by S.E.O or Notary Public.
10. Please do not furnish mere photo copies of the documents requested.
11. Please annex all the documents as required along with application to avoid delay in transmission process.

FORMAT OF AFFIDAVIT FOR ISSUE OF DUPLICATE SHARES

(This Declaration is to be executed on Non- Judicial Stamp Paper of Rs.100/- and should be duly attested by Notary. This Declaration has to be executed by the legal heirs by providing self-attested copy of PAN card as identity proof.)

I, son/ daughter, spouse of _____, aged ____, residing at _____, do hereby solemnly affirm and declare as under.

1. That Shri/Smt(name of the deceased), the deceased, was holding _____ equity shares in the (name of the company) covered under folio _____ having certificate details of the face value of Rs. ____/- each.

Folio No.	Certificate No.	Distinctive No.	No. of Shares

2. Shri/Smt(name of the deceased) expired interstate on (date of death) at (place of death) leaving behind him/her the following heirs:

Sr. No.	Name and Address of the Legal Heir(s)	Age	Relation with deceased
1.			
2.			
3.			

3. That Shri/Smt(name of the deceased)has/have not sold, transferred, pledged or disposed off the said shares.
4. That the share certificate nos. _____ of the said shares has/have been lost or misplaced and are not in my possession.
5. The above mentioned shares were the self acquired property of the deceased. According to the law of Interstate Succession applicable to him/her by which he/she was governed at the time of his/her death, the persons mentioned herein above is/are the only heir(s) of the deceased. They are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased.
6. That the late Shri/Smt(name of the deceased) has left no other heir than those mentioned in paragraph 3 above and the person(s) mentioned therein is/are only his/her legal heir(s).
7. I/We have already executed Indemnity Bond for issuing duplicate share certificate(s) in lieu of the original share certificates held by the deceased and transmitting the aforesaid shares held by the deceased in my/our name.
8. Therefore, I/We request the (Name of the Company) to issue duplicate share certificate(s) in lieu of the original share certificate(s) for the aforesaid shares and transmit the shares in our name in the books of the Company without production of Probate of the Will/Letters of Administration/Succession Certificate.

I/We am executing this declaration to be submitted to the concerned authorities of the Company.

We, the above mentioned persons verify that the statements contained in the above paragraphs are true to the best of our knowledge and believe that nothing material has been concealed.

Place:

Date:

SIGNATURE OF DEPONENTS

**FORMAT OF INDEMNITY BOND FOR TRANSMISSION OF SHARES ALONGWITH ISSUE OF
DUPLICATE SHARES WITHOUT PRODUCING PROBATE / SUCCESSION CERTIFICATE**

(This Declaration is to be executed on Non- Judicial Stamp Paper of Rs.200/-, Rs.500/- if the Registered Office of the company is situated in Maharashtra and should be duly attested by a Notary.)

WHEREAS (number of shares) equity shares bearing distinctive numbers from _____ to _____ of the face value of Rs. ___/- each on which Rs. ___/- per share is paid comprised in the share certificate no(s) of (name of the company) having its registered office at (address of the company) are standing in the name of late Shri/Smt(name of deceased) in the Register of Members of (name of the company). The deceased was holding _____ shares of the following description.

WHEREAS Shri/Smt(name of deceased) expired on (date of death) leaving behind him/her the following heirs.

Sr. No.	Name and Address of the Legal Heir(s)	Age	Relation with deceased
1.			
2.			
3.			

WHEREAS the above mentioned shares were the separate and self acquired property of the deceased. According to the law of Interstate Succession applicable to him/her by which he/she was governed at the time of his/her death, the person(s) mentioned herein above is/are the only heir(s) of the deceased. They are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased.

WHEREAS the share certificate no(s). _____ in respect of the above shares has/have been lost or misplaced and is/are not traceable. I/We declare that the said share certificate(s) was/were not accompanied by any blank transfer deed signed by deceased and that I/We have not, nor has any person including deceased has disposed off, parted with or pledged / deposited by way of security the said share certificate(s) or assigned my/our interest therein or any part have neither been sold or transferred to anybody by me/us or deceased and I/We am/are entitled to the custody of the certificate(s) of title relating to such shares as I/We am/are the only legal heir(s) of the registered shareholder. I/We undertake to surrender the said share certificate(s) to the Company if and when the same is/are found on a later date.

NOW THEREFORE I /We, (name of the applicant(s)) aged ___ years, residing at (address of the applicant(s)) approach the Company to please issue duplicate share certificate(s) in lieu of the original and transmit the shares covered under Folio No. _____ and bearing Certificate No(s). _____ held by the deceased in my/our behalf and enter my/our name(s) in the Register of Members of the Company without production of Probate of the Will / Letters of Administration or Succession Certificate from the Court of competent jurisdiction. In consideration of the Company having agreed to transmit and register the aforesaid shares in my/our name on my/our executing a bond in favour of the Company.

Upon the Company, having agreed to issued duplicate share certificates and transmitting and registering the shares held by the deceased in my sole/our joint names, I/We the undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or

dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner whatsoever.

In witness whereof, I/We, the applicant(s), herein has/have signed and set my/our hand(s) this ____ day of _____.

Name of the shareholder(s)

- 1.
- 2.
- 3.

Signature of the shareholder(s)

- 1.
- 2.
- 3.

Name and Address of the Witness

- 1.
- 2.

Signature of the Witness

- 1.
- 2.

Place:

Date:

FORMAT OF SURETY FOR ISSUE OF DUPLICATE SHARES

(This Declaration should be duly attested by a Notary. Sureties and Witnesses need to attach self-attested copy of Passport/PAN card/Aadhar Card/Driving License/Ration Card/Election Card)

WE, (Surety no. 1) aged ____ years, residing at (residential address of Surety no. 1) and having business at (office address of Surety no. 1) having Passport/PAN No. _____.

AND, (Surety no. 2) aged ____ years, residing at (residential address of Surety no. 2) and having business at (office address of Surety no. 2) having Passport/PAN No. _____.

the undersigned, certify that the above facts are true to the best of my knowledge and bind ourselves as sureties to make good all claims, charges, costs, damages, demands, expenses, and losses which the said company, its successors and assigns, its estate and effects, and its directors, manager, secretary and shareholders may sustain, incur or be liable for in consequence of complying with the request contained above and the company and its successors, assigns, directors, manager, secretary and shareholders will be entitled to claim and realize all claims, charges, costs, damages, demands, expenses and losses from our persons or our properties, as the case may be.

Name and Address of the Surety

- 1.
- 2.

Signature of the Surety

- 1.
- 2.

Name and Address of the Witness

- 1.
- 2.

Signature of the Witness

- 1.
- 2.

Place:

Date:

Notes:

- Please fill up the details as per the documents you are annexing. Please do not just type the format as it is.
- It should be executed by the person who is applying for transmission
- NOC to be given by individual legal heir separately
- In case of legal heirs renouncing their rights, they are required to submit individual NOC along with identification proof.
- Legal heirs renouncing their rights should not sign the Indemnity Bond
- Details of all legal heirs required to be mentioned in Indemnity Bond inclusive of renounces.
- Maximum of only three legal heirs can apply for transmission
- If the space provided for share certificate details is insufficient, please attach a separate sheet for the same duly notarized.
- Indemnity bond should be witnessed by two persons.
- Witness and Sureties have to be separate individuals.
- Sureties and Witnesses need to attach self-attested copy of Passport/PAN card/ Aadhar Card/Driving License/Ration Card/Election Card)
- Each Witness has to attach attested copy of his PAN card