**TRANSMISSION / NAME DELETION REQUEST FORM**

(For Securities - Shares / Debentures / Bonds, etc., held in physical form)

I / We request you to effect transmission/name deletion of securities as detailed below in my / our name(s) :

1. **Security Details**

|  |  |
| --- | --- |
| Name of the Issuer Company |  Folio No. : |
| Name(s) of the holder(s) as appearing on the Security Certificate(s) |  |
| Number of Securities & Type of Security |  | Certificate details stated on reverse of this Form |

1. **To be transmitted in favour of :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** |  **Title** | **Full Name(s) & Relationship with the Deceased** | **Occupation** | **PAN** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

1. **Full address and Status of 1st Nominee / Legal heir / Surviving Holder as stated in Sr. No. B (1) above :**

|  |
| --- |
|   PINCODE  |
| Status Code\* : Phone number :  |  Email Id : |

**\*** 1. Resident Individuals 2. Non-Resident Individuals without repatriation 5. Non-Resident Individuals with repatriation

1. **I / We are enclosing documents as per Column I / II / III in table below (tick ✓as relevant and refer to Instructions on reverse) :**

|  |  |  |
| --- | --- | --- |
| **I** | **II** | **III** |
| **Sole / All holders deceased & nomination registered (Transmission)** | **Sole / All holders deceased without nomination****(Transmission)** | **First / Joint holder(s) deceased****(Name Deletion)** |
| 1. Original or Attested copy of death certificate
 | **Value above Rs.2 lakhs (per Issuer Company) (Value to be determined/arrived at based on the market value of the shares on BSE/NSE as on 31st March of the previous Financial Year.** | **Value upto Rs.2 lakhs (per Issuer Company)** **(Value to be determined/arrived at based on the market value of the shares on BSE/NSE as on 31st March of the previous Financial Year.** | 1. Original or Attested copy of death certificate
 |
| 1. Copy of PAN Card(s) and address proof of deceased holder(s)
 | 1. Copy of PAN Card(s) and address proof of deceased holder(s)
 |
| 1. Notarized copies : (a) PAN Card(s) and

(b) address proof of the nominee(s)  | 1. Self-attested copy of PAN Card(s) of the survivor(s)
2. Self-attested copy of address proof of 1st surviving holder
 |
| 1. Notarized copy of any one of the following 5 documents -
* Succession Certificate
* Will/ Probate of Will (Refer Note 9 of Instructions)
* Letters of Administration
* Administrator General’s Certificate
* Court Decree
 | **Legal document, viz. Succession Certificate or Will/Probate of Will or Letters of Administration or Administrator General’s Certificate or Court Decree is not available, i.e. Transmission Without Legal Representation (TWLR)** | **Legal document, viz. Succession Certificate or Will/Probate of Will or Letters of Administration** **or Administrator General’s Certificate or Court Decree is available and claimant(s) is named therein** |
| 4. Original cancelled cheque leaf / attested bank statement of the nominee(s). (Refer Note 7 of Instructions) |
| 1. Notarized copy of any one of the following 5 documents
* Succession Certificate
* Will/Probate of Will (Refer Note 9 of Instructions)
* Letters of Administration
* Administrator General’s Certificate
* Court Decree
 |
| 1. Original cancelled cheque leaf /attested bank statement of 1st surviving holder (Refer Note 7 of Instructions)
 |
| 1. Original or Attested copy of  death certificate |
| 1. TWLR set comprising of
* Title Claim form
* Affidavit on identity and claim of ownership from all claimant(s) / legal heir(s) on non-Judicial Stamp paper (Refer Note 5 of Instructions)
* Indemnity Bond on Non Judicial stamp paper (Refer Note 5 of Instructions)
* Any one of the following 2 documents (Executed and Notarized)
* No Objection Certificate from excluded legal heir(s) along with copy of PAN or
* Family Settlement Deed along with copy of PAN of all the family members.
 |
| 1. Affidavit on identity and claim of ownership from all legal heir(s) on Non Judicial Stamp Paper (Refer Note 5 of Instructions)
 |
| 1. Affidavit on identity and claim of ownership from all legal heir(s) on Non Judicial Stamp Paper
 |
| 1. Copy of PAN Card(s) and address proof of deceased holder(s)
 | 1. Copy of PAN Card(s) and address proof of deceased holder(s)
 |
| 1. Notarized copies :

 (a) PAN Card of all legal heirs and (b) address proof of the 1st legal heir/claimant. |
| 1. Notarized copies : (a) PAN Card(s) and

(b) address proof of the 1st legal heir |
| 1. Original cancelled cheque leaf / attested bank statement of 1st legal heir (Refer Note 7 of Instructions)
 |
| 1. Copy of PAN Card(s) and

address proof of deceased holder(s) |
| 1. Original cancelled cheque leaf / attested bank statement of 1st legal heir (Refer Note 7 of Instructions).
 | 1. Notarized copies :

 (a) PAN Card of all legal heirs and (b) address proof of the 1st claimant/ legal heir |
| 1. Original cancelled cheque leaf / attested bank statement of 1st claimant / legal heir (Refer Note 7 of Instructions)
 |

1. **I / We are enclosing certificate(s) as detailed below :**

|  |  |  |
| --- | --- | --- |
| **Certificate Nos.**  | **Distinctive Nos.**  | **No. of Securities** |
| **From** | **To** | **From** | **To** |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **SIGNATURE(S) OF NOMINEE(S)/LEGAL HEIR(S)/SURVIVING HOLDER(S)**

(Refer Note 3 of Instructions)

**FOR OFFICE USE ONLY**

1. Signature of Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Transaction No. & Date of receipt

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. New Regd. Folio No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **I N S T R U C T I O N S**1. **GENERAL** Form to be filled in block letters.
2. Separate form to be filled in for each Company and each category of securities (shares/debentures/bonds, etc.)
3. Indemnity and Affidavit shall be executed on non-judicial stamp paper. The value of stamp paper shall be determined based on the state in which the Registered Office of the Company is situated. Eg: If the Registered Office of the Company is situated in Mumbai, then Affidavit shall be executed on Rs.100/- Non Judicial Stamp Paper and Indemnity shall be executed on Rs.500/- Non Judicial Stamp Paper.
4. The **specimen signature(s) of the nominee/legal heir(s) under Item F is / are to be attested by Bank Manager** in the prescribed form under his name, employee code, designation, address, official stamp of the Bank and also may contain phone number and email id of the Bank Manager. **In case of attestation by multiple banks, separate letters / sheets may be attached.**
5. Notarized copy of any one of the following documents can be submitted as **Address proof** (Address should match with the address as mentioned above in Sr. No. C):

 i. Valid Passport ii. Aadhaar Card iii. Latest Updated Bank Statement /Passbook iv. Utility Bill which is not more than 3 months old (Landline Telephone bill//Electricity bill). *(In case of Non Residents, copy of Overseas Citizen of India (OCI) or any other valid legal document issued by the government of the country of residence duly notarized/attested by the Indian Embassy* *can be provided as Proof of Address).*1. **Attestation of documents** (documents submitted should bear attestation in original) –
2. Attestation by Notary Public or Magistrate should mention their name, full address, registration number and affix their seal, Notarial / Court Fee stamps as applicable. The attestation by Notary Public should also specify the date of expiry of their commission.
3. Attestation by Bank Manager should bear the details as specified in point 3 above.
4. It ismandatory to submit copies of PAN Card(s) of nominee(s) /legal heir(s)/surviving holder(s) under Item B. (Copy *of PAN Card may be substituted with ID proof in case of residents of Sikkim after furnishing address proof*).
5. Original cancelled cheque leaf should bear the name of the first named applicant in Item B. If the name of the holder is not printed on the cheque leaf, bank attested legible copy of the first page of the bank passbook/statement reflecting the name of the said applicant, address, same bank account number and type as on the cheque leaf and the full address of the Bank branch should be submitted along with the cancelled cheque in original.

The attestation of the bank passbook / statement should be by the Bank Manager and should bear the details as specified in point 3 above. 1. The attested copies of Succession Certificate, Will/Probate of Will, Letters of Administration, , Administrator General’s Certificate and Court Decree should include the schedule disclosing the name of the Company, Folio No(s)., number of securities and their distinctive nos.
2. Notarized copy of executed / registered Will may be accepted for those deceased holder(s) residing in other than the metro cities, viz. Mumbai, Kolkata and Chennai as per Indian Succession Act, 1925, subject to compliance of the procedural requirements of the Company.
3. For securities standing in **joint names and where all the holders are deceased**, legal documents as mentioned above in Sr No. 8 for the **last deceased holder** are required to be submitted.
4. All documents submitted should be legible.
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