

**PLEASE SEND THE FOLLOWING DOCUMENTS TO OUR RTA (ADDRESS MENTIONED BELOW) FOR DUPLICATE cum TRANSMISSION:-**

1. **Application** for Duplicate cum Transmission (Format attached),
2. **Public notice in a leading newspaper regarding the loss of the share certificate(s)** giving all the particulars of the share certificates which have been lost/misplaced.

*This is to inform you that Share Certificate No(s). \_\_\_\_\_ for \_\_\_\_\_ Equity Share(s) of PBM Polytex Ltd. (Regd. Office – Opp. Railway Station, Petlad - 388450, Dist. Anand , Gujarat), held by \_\_\_\_\_, have been lost. The Share Certificate(s) as such stand cancelled and if any person find the same, he is, hereby, requested to return it to PBM Polytex Ltd., Opp. Railway Station, Petlad - 388450, Dist. Anand, Gujarat.*

3. **Indemnity Bond on Rs. 200/- Non-Judicial Stamp Paper and an Affidavit on Rs. 100/- Non-Judicial Stamp Paper** in the enclosed format. **The Indemnity Bond including Surety and Affidavit has to be affirmed by Notary Public,**
4. **NOC** from other Legal Heir(s) [Format attached],
5. **True Copy of Death Certificate** of the Deceased Shareholder,
6. **Proof of Identification and Proof of Address** for your identification:-
  - a) **Proof of Identification : Copy of the PAN Card (Mandatory)**
  - b) **Proof of address:** Copy of any one document mentioned below duly attested by Special Executive Officer or Notary Public or your Bank Manager:- **Utility bills like Telephone Bill, Electricity bill & Gas Bill (not older than 2 months), Election Card, Driving License, Aadhaar Card or Passport.**
7. **Proof of Identification and Proof of Address of Sureties,**
8. **Signature Verification Certificate for Legal Heir(s)** as issued by the Bank Manager under his / her Name, Designation, Employee Code and Bank's Rubber Stamp (Format attached).
9. **Email ID of Legal Heir(s),**
10. **Cancelled Cheque Leaf of Bank Account having Name of Legal Heir(s) OR Cancelled Cheque Leaf alongwith Copy of 1<sup>st</sup> Page of Passbook of Bank Account of Legal Heir(s),**
11. Request Letter for **Consolidation of Share Certificate(s)**, if no. of lost Share Certificates are more than one.

**ADDRESS OF RTA :-**

**M/S. LINK INTIME INDIA PVT. LTD.**

**B-102 & 103, SHANGRILA COMPLEX, OFF. HDFC BANK, NEAR RADHAKRISHNA CHAR RASTA, AKOTA, VADODARA – 390020, Tel. No. : 0265 - 2356 573 / 2356 794**

**Email : [alpesh.gandhi@linkintime.co.in](mailto:alpesh.gandhi@linkintime.co.in) / [vadodara@linkintime.co.in](mailto:vadodara@linkintime.co.in)**

**FORMAT OF ISSUE OF DUPLICATE SHARE CERTIFICATE CUM TRANSMISSION APPLICATION**

*(Please fill this application carefully after reading the notes mentioned below the application so that rejection of the application can be avoided)*

To,  
The Company Secretary,  
(Name of the Company )  
Address of the Company

Photograph of legal heirs

Dear Sir,

I/We, (name of the applicant), an Indian Inhabitant / NRI presently residing at (address of each applicant ) am/are applying for issue of duplicate share certificate cum transmission of the 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.	Certificate Nos.	Distinctive Nos.	Shares covered in each certificate

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 Hon'ble 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 indemnity bond and affidavit thereof for issue of duplicate share certificate 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. No Objection Certificate from each legal heirs. On Non Judicial Stamp Paper (NJS) of Rs.100/- duly affirmed by Notary Public
7. 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.

Date : \_\_\_\_\_ Signature of the Applicant(s)

- 1.
- 2.
- 3.

Name and address of the witness \_\_\_\_\_ Signature of the witness

1. \_\_\_\_\_ 1.
2. \_\_\_\_\_ 2.

**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 furnish us with a letter from the Bank Manager of the bank where you have an account, identifying you and verifying your signature alongwith your account details for signature attestation.
11. Please do not furnish mere photo copies of the documents requested.
12. Please annex all the documents as required along with application to avoid delay in transmission process.

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

*(Please type this indemnity bond after carefully reading the notes mentioned below the format)*

To,  
The Company Secretary,  
(Name of the Company )  
Address of the Company

**WHEREAS**

(Number of shares) Equity shares bearing Distinctive numbers from \_\_\_\_\_ to \_\_\_\_\_ of the face value of Rs. \_\_\_/- each and 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 the deceased) in the Register of Members of the (name of the company). The deceased was holding \_\_\_ shares of the following description

Folio No.	Certificate Nos.	Distinctive Nos.	Shares covered in each certificate

**WHEREAS:**

Shri./Smt. (name of the 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 Intestate 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(s) 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 registered shareholder. I/We undertake to surrender the said share certificate(s) to the company if and when the same is/are found at 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 howsoever.

IN WITNESS WHEREOF I/We, the applicant(s) herein has/have signed and set my/our hands on this \_\_\_\_ day of \_\_\_\_\_ 20 .

Name and address of the Applicant(s)

Signature of the Applicant(s)

- 1.
- 2.
- 3.

Name and address of Witness

Signature of the Witness

- 1.
- 2.

Place ;

Date :

## SURETY

We, (name of the surety No.1) aged \_\_\_ years, residing at (residential address of Surety No.1) and having business address at (official address of Surety No.1), having PAN No. \_\_\_\_\_

and (name of the surety No.2) aged \_\_\_ years, residing at (residential address of Surety No.2) and having business address at (official address of Surety No.2), having PAN No, \_\_\_\_\_

the undersigned, certify that the above facts are true to the best of our knowledge. We bind ourselves sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the 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, its successors, assigns, directors, manager, secretary and shareholders will be entitled to realise all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date:

Name and Address of the Surety	Signature of the Surety
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1.	1.
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2.	2.
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Name and Address of the Witness	Signature of the Witness
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1.	1.
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2.	2.
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### **NOTES:**

1. Indemnity Bond should be on Non-judicial stamp paper of Rs.200/-.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. It should be executed by the person who is applying for transmission.
4. NOC to be given by individual legal heir separately
5. In case of Legal heir's renouncing their rights, they are required to submit individual NOC along with identification proof.
6. Legal heirs renouncing their rights should not sign the Indemnity Bond.
7. Details of all the legal heirs required to be mentioned in Indemnity Bond inclusive of renounces.
8. Maximum of only three legal heirs can apply for transmission.
9. Indemnity Bond should be witnessed by two persons.
10. Two sureties are required to be furnished
11. Witness and Surety have to be different individuals.
12. Each Surety has to attach attested copy of his PAN Card and Form 16 of the latest financial year and attested copy of his proof of address viz. Aadhar card, Passport, Utility bills like Telephone Bill, Electricity bill & Gas Bill not more than 3 months old.
13. Indemnity Bond and Surety should be attested by Notary.
14. Each Witness has to attach attested copy of his PAN Card

**FORMAT OF AFFIDAVIT FOR TRANSMISSION OF SHARES ALONGWITH ISSUE OF  
DUPLICATE SHARES WITHOUT PRODUCING PROBATE / SUCCESSION CERTIFICATE /  
LETTERS OF ADMINISTRATION**

*(Please type this Affidavit after carefully reading the notes mentioned below the format)*

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**AFFIDAVIT**

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 No. \_\_\_\_\_ and Share Certificate No(s). \_\_\_\_\_, bearing Distinctive Nos. \_\_\_\_\_ to \_\_\_\_\_ of the face value of Rs. \_\_\_/- each.

Folio No.	Certificate Nos.	Distinctive Nos.	Shares covered in each certificate

2. Shri./Smt. (name of the deceased) expired intestate 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.			

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3. That Shri/Smt. (name of the deceased) has not sold, transferred, pledged or otherwise disposed off the said shares.

4. That the share certificate No(s). \_\_\_\_\_ of the said shares has/ have been lost or misplaced and is not in my possession.

5. The above mentioned shares were the separate and self acquired property of the deceased. According to the law of Intestate 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.

6. That the Late Shri/Smt. (name of the deceased) has left no other heir than these in paragraph 3 above and the person(s) mentioned therein is/are only his/her legal heir(s).

7. I have already executed indemnity bond for issuing duplicate shares in lieu of the original share certificates held by the deceased and transmitting the aforesaid shares held by the deceased in my name.

OR

I have already, along with name of other applicant(s), executed indemnity bond for issuing duplicate shares in lieu of the original share certificates held by the deceased and transmitting the aforesaid shares held by the deceased in our name.

8.I therefore request the (Name of the Company) to issue duplicate shares in lieu of the original share certificates held by the deceased and transmit the shares in my name in the books of the Company without production of succession certificate/probate of the will/ letters of administration.

OR

I therefore request the (Name of the Company) to issue duplicate shares in lieu of the original share certificates held by the deceased and transmit the shares in our name in the books of the Company without production of succession certificate/probate of the will/ letters of administration.

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

I hereby state that whatever is stated herein above are true to the best of my knowledge.

Solemnly affirmed at \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_ 20 ) (Signature of the Applicant/s)  
Deponent

Identified by me

Before Me

Advocate

S.E.O./ Oaths Commissioner/Notary

NOTES:

- 1.Affidavit should be on Non-judicial stamp paper of Rs.100/-
- 2.Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
- 3.It should be executed by the person who is applying for transmission.
- 4.Maximum of only three legal heirs can apply for transmission.
- 5.Affidavit should be attested by Notary.



**FORMAT OF NO OBJECTION CERTIFICATE FROM OTHER LEGAL HEIR(S) FOR  
DUPLICATE CUM TRANSMISSION OF SHARES IN THE NAME OF THE APPLICANT(S)**

(This Declaration is to be executed on Non- Judicial Stamp Paper of Rs.100/- and should be duly attested either by Notary. This Declaration has to be executed by each legal heir separately by providing identification proof)

**DECLARATION**

I, \_\_\_\_\_, son/daughter/spouse of \_\_\_\_\_ aged \_\_\_\_, an Indian Inhabitant / NRI presently residing at \_\_\_\_\_, do hereby solemnly affirm and declare as under:

1. That \_\_\_\_\_, the deceased, was holding \_\_\_\_\_ shares in (the name of the company) covered under Folio No. \_\_\_\_\_ and Share Certificate No(s). \_\_\_\_\_, bearing Distinctive Nos. \_\_\_\_\_ to \_\_\_\_\_.
2. That (name of the shareholder), the deceased expired on \_\_\_\_\_.
3. That I am a legal heir of the said deceased. I am the (in what relation) of the deceased.
4. I do not desire to make any claim of title of the said securities held by the deceased. I hereby agree to renounce all my rights existing as well as they may accrue to me in future in respect of the aforesaid securities.
5. I declare that I have no objection whatsoever in transmitting the said securities in the name of the applicant, \_\_\_\_\_.

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

I hereby state that whatever is stated herein above are true to the best of my knowledge.

Solemnly affirmed at \_\_\_\_\_ )

Photograph

On this \_\_\_\_ day of \_\_\_\_\_ 20.. )

(Signature of the Legal heir)

Deponent

Identified by me

Before Me

Advocate

S.E.O./ Oaths Commissioner/Notary

**Confirmation of Signature of shareholder by the Banker with their official Rubber Stamp Giving the full address of the Bank and the Employee Code number of the official signing this form.**

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1. Name of the Bank :

2. Full Address of the Bank :

3. STD Code/Telephone No :

4. Type of Account : **Current / SB / HUF / O/D / Others**

5. Name of Account Holder[s]: 1)

2)

3)

6. Address of Account Holder[s] as recorded with the Bank

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

7. Account Number : \_\_\_\_\_

8. Signature of the Holder/s

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Place:

Date:

Signature Verified as recorded with the Bank

(Sign) \_\_\_\_\_

Bank Manager :

Emp Code :

Rubber Stamp of the Bank

Code No.

Address: