

**PLEASE SEND THE FOLLOWING DOCUMENTS TO OUR RTA (ADDRESS MENTIONED BELOW) FOR REGISTRATION OF TRANSFER :-**

1. Written Share Transfer Form (SH – 4) duly executed:-  
Please submit the form duly signed by transferor(s) i.e. seller(s) and transferee(s) i.e. buyer(s) both. Please fill up all details including name, address and signature of witness. Kindly affix Share Transfer Stamps / franked Transfer Deed @ 0.25% of market value of total shares.
2. It must be presented to the Company / RTA within 60 days of its execution,
3. Self-Attested copy of PAN Card of Transferee(s) / Buyer(s) and Transferor(s) / Seller(s),
4. Crossed / Cancelled Cheque Leaf of the Bank Account of Transferee / Buyer containing Name of Transferee / Buyer **OR** Crossed / Cancelled Cheque Leaf of the Bank Account of Transferee / Buyer alongwith Copy of 1<sup>st</sup> Page of Passbook of the Bank Account of Transferee / Buyer,
5. Self-Attested copy of Address Proof of Transferee(s) / Buyer(s) (any one of the following):-
  - a. Election ID
  - b. Driving License
  - c. Passport
  - d. Electricity Bill
  - e. Water Bill
  - f. Aadhaar Card
6. Email ID of Transferee(s) / Buyer(s),
7. Original Share Certificate(s),
8. Request Letter for Consolidation of Share Certificate(s), if no. of Share Certificates (to be transferred) are more than one,
9. Transferor's Signature Verification Certificate as issued by Bank Manager under his / her Name, Designation, Employee Code and Bank's Rubber Stamp (Format attached).

**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)**

**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: