

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

1. Original Share Certificate(s),
2. Duly signed Transmission Request from the Legal Heir(s) / Successor(s) of the Deceased Shareholder (Format attached),
3. Copy of Death Certificate of Deceased Shareholder duly attested by attested by a Notary Public or by a Gazetted Officer,
4. Self-attested copy of PAN Card of the Legal Heir(s) / Successor(s) of Deceased Shareholder,
5. Proof of address of Legal Heir(s):- 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 / Passport,
6. Email ID of the Legal Heir(s) / Successor(s) of Deceased Shareholder.
7. Signature Verification Certificate for the Legal Heir(s) / Successor(s) of Deceased Shareholder as issued by the Bank Manager under his / her Name, Designation, Employee Code and Bank's Rubber Stamp (Format attached).
8. Cancelled Cheque Leaf of Bank Account having Name of the Legal Heir(s) / Successor(s) of deceased shareholder **OR** Cancelled Cheque Leaf alongwith Copy of 1st Page of Passbook of Bank Account of name of Legal Heir(s) / Successor(s) of deceased shareholder.
9. Request Letter for Consolidation of Share Certificate(s), if no. of Share Certificates sent for Transmission are more than one.
10. Affidavit from other legal heirs made on Non – Judicial Stamp Paper carrying value of Rs. 100/- to the effect of identification and claim of legal ownership to the securities (Format attached).

If the legal heir(s) is named in the Succession Certificate or Probate of Will or Will or Letter of Administration, an affidavit from such legal heir/claimant(s) alone would be sufficient.

11. One or more of the following documents:-

- I Succession Certificate or Probate of Will or Will or Letter of Administration Or Court Decree
- II. In the absence of the documents as mentioned at (I) above,
  - A. No Objection Certificate [NOC] from the other legal heir(s) of the deceased holder not objecting to such transmission (or) copy of Family Settlement Deed duly notarized (Format attached)

AND

- B. An Indemnity Bond made on Non – Judicial Stamp Paper carrying value of Rs. 200/- indemnifying the RTA/Issuer Company (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) / [yadodara@linkintime.co.in](mailto:yadodara@linkintime.co.in)**

**APPLICATION FOR TRANSMISSION OF SHARES / DEBENTURES**

*(Please fill this application carefully after reading the notes mentioned below the application to avoid rejections)*

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 transmission of the shares / debentures held in the name of (name of the deceased). (name of the deceased) expired on (date of expiry) at (place of death). The deceased was holding \_\_\_ equity shares / debentures of the following description

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

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.	Name & Address of the Applicant(s)	Age	Relation with the 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 transmission.

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 / debentures held by the deceased:

1. Original Share / Debenture Certificates for the entire holding.
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 / Surety form duly attested and affirmed by Notary on Non-Judicial Stamp Paper (NJS) of Rs. 200/- or duly Franked.
5. Affidavit on NJS of Rs.100/- or duly Franked and has to be duly attested and affirmed by Notary.
6. No Objection Certificate from each legal heirs (Those who do not want to claim the shares / debentures).
7. Proof of my/our identification.

I/We hereby request you to transmit the shares / debentures 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 / debentures 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 share / debenture holder, 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 declaration form duly affirmed by the S.E.O or Notary Public and the same 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 as an identification proof and copy of latest Electricity Bill or Telephone Bill or Gas Bills (not more than 3 months old), or Passport, duly attested by S.E.O or Notary Public as proof of address.
10. Kindly provide a letter from the Bank Manager where you have an account, identifying you and verifying your signature along with your account details.
11. Kindly note furnishing mere photo copies of the documents mentioned above will not be accepted.
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 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

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
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WHEREAS:

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

<u>Sr. No.</u>	<u>Name &amp; Address Of the legal heir</u>	<u>Age</u>	<u>Relationship with the deceased</u>
1.			
2.			
3.			

AND WHEREAS :

The above mentioned shares were 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. He/She/They is/are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. \_\_\_\_\_ held by the deceased.

NOW THEREFORE :

I/We, (name of the applicant(s)) aged \_\_\_ years, an Indian Inhabitant / NRI presently residing at (address of the applicant/s) approach the Company to transmit the shares covered under Folio No. \_\_\_\_\_ and bearing Certificate No(s). \_\_\_\_\_ held by the deceased in my/our favour 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 transmitting and registering the shares held by the deceased, 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.

1.

2.

2.

3.

3.

Name and address of Witness

Signature of the Witness

1.

1.

Place ;

Date:

## SURETY

We, (name of the surety No.1) aged \_\_\_ years, an Indian Inhabitant / NRI presently 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, an Indian Inhabitant / NRI presently 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
1.	1.
2.	2.
Name and Address of the Witness	Signature of the Witness
1.	1.
2.	2.

### NOTES:

1. Indemnity Bond duly attested and affirmed by Notary on Non-Judicial Stamp Paper (NJS) of Rs. 200/- or duly Franked.
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 Applicant.
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 one person.
10. Two sureties are required to be furnished
11. Witness and Surety have to be different individuals and not from the same family.
12. Each Surety has to attach copy of his PAN Card or Aadhaar Card and Form 16 of the latest financial year duly attested and also copy of Electricity Bill or Telephone Bill or Gas Bill (not more than 3 months old), Election Card or Passport duly attested
13. Indemnity Bond and Surety form should be Notarized.
14. Each Witness has to attach attested copy of his PAN Card

**FORMAT OF AFFIDAVIT FOR TRANSMISSION OF 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 \_\_\_\_, an Indian Inhabitant / NRI presently 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.

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
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2. Shri./Smt. (name of the deceased) expired intestate on (date of death) at (place of death) leaving behind him/her the following legal heirs :

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<u>Sr. No.</u>	<u>Name of the heir</u>	<u>Age</u>	<u>Relation with the deceased</u>
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- 1.
- 2.
- 3.

3. The abovementioned shares were 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 hereinabove 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.

4. That the Late Shri/Smt. (name of the deceased) has left no other heir than these in paragraph 2 above and the person(s) mentioned therein is/are only his/her legal heir(s).

5. I have already executed indemnity bond for transmitting the aforesaid shares held by the deceased in my name without production of Succession Certificate / Probate of Will / Letter of Administration ( LoA )

OR

I have already, alongwith name of other applicant(s), executed indemnity bond for transmitting the aforesaid shares held by the deceased in our name without production of Succession Certificate / Probate of Will / Letter of Administration ( LoA ).

6. I therefore request the (Name of the Company) to transmit the above shares in my / our name.

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



**VERIFICATION**

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/-, or duly Franked and duly attested and affirmed by Notary
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 Applicant(s)
4. Maximum of only three legal heirs can apply for transmission.



**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: