

DELETION /TRANSMISSION FORM
(Application form for deletion/transmission of Securities)

(Please fill the details in block letter)

REQUEST TYPE: 1. TRANSMISSION DELETION

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



Dear Sir,

I/We, (name of the applicant), an Indian Inhabitant / NRI presently residing at _____
_____ am/are applying for transmission of the securities

Name of the Company	
Registered Folio No	
Full name of the Shareholder(s) (As per share certificate(s))	Signature(s)
1.	
2.	
3.	

Particulars of Securities:

Certificate No.	Distinctive Number (from)	Distinctive Numbers (to)	No of shares	Type of Securities

Total number of Securities

To be transmitted to (name of the applicant s(s):

Title	First Name	Middle Name	Surname	Age	Occupation	PAN detail

Full Address of the first applicant:	Signatures of the Applicant(s)
.....	1.
.....	2.
.....	3.

Email Id	
Contact No.	
Bank account Details	
Bank Name	
Branch	
A/c No	
MICR	
IFSC	

List of documents attached:

Sr No	Type of Document(s)	Registration No	Date
1	Death Certificate		
2	Succession Certificate/ Probated copy of Will/ Leter of Admintration		
3	Marriage Certificate		
4	Any other Document (pl specify)		

Buyer/Appliact Folio No: _____

For office use only	SPECIMEN SIGNATURE(s) OF APPLICANT
Transaction No: <input data-bbox="467 210 756 262" type="text"/>	1.
Transaction date: <input data-bbox="467 273 756 325" type="text"/>	2.
Initial of employee Who has registered the documents <input data-bbox="467 346 756 399" type="text"/>	3.

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.
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 Security 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 the bank details and attach cancelled cheque of first applicant

TRANSMISSION OF SECURITIES OF A DECEASED HOLDER WITHOUT LEGAL REPRESENTATION

Read carefully the instructions before filling in the enclosures

The enclosures are :

TITLE CLAIM FORM	'T'
AFFIDAVIT	'A'
SURETY FORM	'S'
NO OBJECTION STATEMENT	'N'
INDEMNITY	'I'

Sequence of Steps to be followed :

- 1) Affix SPECIAL ADHESIVE STAMPS of
 - Rs. 100 /- on Affidavit - 'A'
 - Rs. 500/- on Indemnity - "I"
 before signing these forms (Refer item 'f' below)
- 2) Fill in answers posed in Title Claim Form—'T', giving details in full.
- 3) Fill in Affidavit—'A', but do not sign now (refer 8)
- 4) Arrange for person to stand as Surety.
- 5) Fill in Form of Surety—'S' and get his/her signature on the form attested by Bank Manager/Employer.
- 6) Fill in Indemnity—'I', but do not sign now (refer 8)
- 7) Recheck that all documents are completely filled.
- 8) Arrange for Applicant/s and proposed Surety to sign on Affidavit/Indemnity in presence of a First Class or Stipendiary Magistrate/Public Notary/Judicial.
- 9) Fill in No Objection Statement and get renounees' signature on the form witnessed by Bank Manager/ Employer.
- 10) Submit together all duly completed documents to us.

SPECIAL INSTRUCTIONS

TITLE CLAIM FORM—'T'

- a) The certificates for securities standing in the sole name of deceased holder alongwith his/her Death Certificate must be sent with these forms.
- b) In case the name as mentioned in death certificate and securities differs then an Identity Certificate/Affidavit must be produced in confirmation that the deceased is one and the same person in both instances.
- c) If the deceased had declared a will (Registered or Unregistered), a copy thereof must be submitted in support of the made by applicant/s claim.
- d) In case of Minor children of the deceased, their names under Guardianship should be included as applicant/s.
- e) The applicant/s must obtain 'No Objection' as per annexure—'N' from the other Legal Heir/s, if any, whose names are to be excluded in transmission of the securities.

AFFIDAVIT—'A' & INDEMNITY—'I'

- f) Affidavit/Indemnity may be affixed with Special Adhesive Stamps or the text may be reproduced on Non-Judicial Stamp Paper of denomination/s given in 1 above.
- g) Signature/s must be attested only by a First Class or Stipendiary Magistrate/Notary Public/Judicial.
- h) Full name/Address (and Regn. No.) of the Official must be mentioned.
- i) Indemnity must be signed by applicant/s as well as Surety.

SURETY FORM—'S'

- j) The financial Standing of the proposed Surety must be commensurate with the market value of the security/ies.
- k) Surety form must also be signed by Bank Manager/Employer in affirmation of the details mentioned therein.

NO OBJECTION STATEMENT—'N'

- l) This statement must be furnished by each renounee/s (either independently or jointly/severally) as per the draft given.
- m) Photostat copy/ies of this draft may be used if more than one renounee is to furnish the statement.
- n) The signature/s of the renounee/s must be witnessed by Bank Manager/Employer for identification purpose.

SPECIMEN SIGNATURES (In triplicate) OF APPLICANT/S

1.	1.	1.
2.	2.	2.
3.	3.	3.

TITLE CLAIM FORM

"T"

UNIT : _____

Form to be filled in by person or persons claiming the title to
security/ies of a deceased holder without legal representation.

1) Full name of the deceased holder.																
2) Date of death of the deceased according to English Calendar. (Attach Municipal Death Certificate in support)	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 33%; text-align: center;"><u>Day</u></td> <td style="border: none; width: 33%; text-align: center;"><u>Month</u></td> <td style="border: none; width: 33%; text-align: center;"><u>Year</u></td> </tr> </table>	<u>Day</u>	<u>Month</u>	<u>Year</u>												
<u>Day</u>	<u>Month</u>	<u>Year</u>														
3) i) Number of securities held by the deceased in this Company.	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">- Ordinary Share of</td> <td style="border: none;">Rs.</td> <td style="border: none;">/-each</td> <td style="border: none;">- Preference Shares of Ru.</td> <td style="border: none;">/-each</td> </tr> <tr> <td style="border: none;">- 2nd "A" Preference Shares of</td> <td style="border: none;">Rs.</td> <td style="border: none;">/-each</td> <td style="border: none;">- Debentures of</td> <td style="border: none;">Rs.</td> </tr> <tr> <td style="border: none;">- Convertible Bonds of</td> <td style="border: none;">Rs.</td> <td style="border: none;">/-each</td> <td style="border: none;"></td> <td style="border: none;">Rs.</td> </tr> </table>	- Ordinary Share of	Rs.	/-each	- Preference Shares of Ru.	/-each	- 2nd "A" Preference Shares of	Rs.	/-each	- Debentures of	Rs.	- Convertible Bonds of	Rs.	/-each		Rs.
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- 2nd "A" Preference Shares of	Rs.	/-each	- Debentures of	Rs.												
- Convertible Bonds of	Rs.	/-each		Rs.												
ii) In whose possession are the certificates at present.																
iii) Number of Securities held in sole name of the deceased in other companies.	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;"><u>Name of Company</u></td> <td style="border: none; width: 50%;"><u>Kind & No. of Shares/Debentures/Bonds</u></td> </tr> </table>	<u>Name of Company</u>	<u>Kind & No. of Shares/Debentures/Bonds</u>													
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4) Particulars of property (movable and immovable) of deceased other than that shown in column 3 above. (If any, briefly state as to its disposal.)																
5) Has the deceased left a Will or any other testamentary instrument disposing of his property? (If so attach an attested copy of the same.)																
6) Has the deceased left parents/widow/husband and/or children?	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 30%;"><u>Name</u></td> <td style="border: none; width: 20%;"><u>Relationship</u></td> <td style="border: none; width: 15%;"><u>Age</u></td> <td style="border: none; width: 35%;"><u>Marital Status</u></td> </tr> </table>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Marital Status</u>											
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7) By what law is the estate of the deceased governed? (please state which School of Law is applicable)																
8) Who are the heirs of the deceased according to the law by which succession to his estate is governed?	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 30%;"><u>Name</u></td> <td style="border: none; width: 20%;"><u>Relationship</u></td> <td style="border: none; width: 15%;"><u>Age</u></td> <td style="border: none; width: 35%;"><u>Marital Status</u></td> </tr> </table>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Marital Status</u>											
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9) Was the deceased (if a Hindu) member of a joint and undivided Hindu family? If so, please state the names and ages of the surviving coparceners.	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 30%;"><u>Name of Surviving Co-parceners</u></td> <td style="border: none; width: 20%;"><u>Relationship</u></td> <td style="border: none; width: 15%;"><u>Age</u></td> <td style="border: none; width: 35%;"><u>Marital Status</u></td> </tr> </table>	<u>Name of Surviving Co-parceners</u>	<u>Relationship</u>	<u>Age</u>	<u>Marital Status</u>											
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10) Details of person(s) claiming title to the securities viz. Applicant(s) on whose name(s) the securities are to be transmitted.	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 30%;"><u>Name of Applicants</u></td> <td style="border: none; width: 20%;"><u>Relationship</u></td> <td style="border: none; width: 15%;"><u>Age</u></td> <td style="border: none; width: 35%;"><u>Occupation</u></td> </tr> </table>	<u>Name of Applicants</u>	<u>Relationship</u>	<u>Age</u>	<u>Occupation</u>											
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INDEMNITY

“ ”

Before signing Affix Rs 500/- Special Adhesive Stamp Here

To

TO ALL TO WHOM THESE PRESENTS shall come I/We _____
(Name(s) of applicant(s)—Refer item 10 form "T")

send greetings

WHEREAS _____
(Name of deceased)

was at the date of his/her death as hereinafter more particularly mentioned the registered holder of

(No. and kind of securities)

bearing Distinctive Nos. _____

of the nominal face value of Rupees _____ each in _____

(Name of Company)

a Joint-Stock Company incorporated and registered under the Indian Companies Act (hereinafter called the Company)

AND WHEREAS the said _____
(Name of the deceased)

departed this life on or about the _____ day of _____ 20_____

intestate and without leaving any debts and leaving him/her surviving viz.: _____
(Refer item 8 of form "T")

respectively AND WHEREAS

the said _____
(Name(s) of Applicant(s)) has

has applied to the Company to transfer the said securities which still stand in the name of the said

into the name of

(Name of deceased)

the said _____
(Name (s) of Applicant (s))

and to pay him/her/them the dividends thereon which the Company hath agreed to do upon the

said _____
(Name of the applicant (s))

as principal (s) and the said _____

(Name of surety)

as surety executing unto the Company such Indemnity

as hereinafter contained. NOW KNOW YE AND THESE PRESENTS WITNESS that they the

said _____
[Name (s) applicant (s)]

_____ and _____
(Name of surety)

_____ as surety for themselves, their heirs, executors, administrators and assigns do hereby covenant with the Company its successors and assigns that they the said covenanting parties, jointly and severally, and their heirs, executors, administrators and assigns will on the Company transferring all the said securities into the name of the said _____
(Name(s) of applicant(s))

and paying him/her them the dividends already due and grow due thereon, at all times, save, defend and keep harmless and in indemnified the said Company its successors and assigns and its and their estates and effects and the Directors, Agents, Secretary and Shareholders of the said Company, their heirs, executors, administrators and assigns and their and each of their estates and effects from and against all actions, causes of actions, suits, proceedings, accounts, claims and demands whatsoever at Law or in Equity or otherwise howsoever for or on account of the said shares or dividends thereof or any part thereof or otherwise in connection with the said shares on the part of any person or persons whomsoever and from and against all damages, costs, charges and expenses in respect thereof or otherwise howsoever in relation to the premises.

IN WITNESS WHEREOF THE said _____
(Name(s) of applicant(s))

_____ and _____
(Name of Surety)

have here unto set their respective hands and seals this _____ day of _____ 20 _____

Signed, sealed and delivered by the said applicant(s) _____ in the presence of _____

(Signature of Magistrate/Notary)

(Signature/s of applicant(s))

Full Name and : _____
Address of _____
Magistrate/ _____
Notary _____

Signature of Surety : _____

PIN _____

Regd. No. _____

Use space below to affix :

<p>Notarial/Court Fee Stamps</p>	<p>Official Seal of Magistrate/Notary</p>
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NO OBJECTION STATEMENT

“N”

Statement to be made by heir whose name is excluded in transmission of securities standing in the sole name of deceased holder.

WHEREAS

1) I _____
Residing at _____,
_____ am the heir of
late _____
the deceased registered holder in the (Name of Company) _____
of _____ Shares/Debentures/Bonds bearing distinctive no(s)

2) It has been stated to the Company that the aforesaid security/ies be transmitted from the name of the deceased to only the name(s) of applicant(s) viz. _____

I the aforesaid, state that I do not desire to make a claim of title in respect of said security/ies held in name of the said deceased and I do not have any objection to the Company transmitting the said security/ies, in the name (s) of the above mentioned applicant(s) only.

Dated the _____ day of _____ 20 _____

Signed in presence of

(Bank Manger/Employer)

Signature of Renouncee

Full Name and Address of Bank Manager/Employer

PIN

SURETY FORM

(Form to be signed by Surety proposed for Indemnity Agreement)

“S”

Private & Confidential

NAME OF SURETY: † _____
(in full)

PERMANENT RESIDENTIAL _____

ADDRESS : _____

Pin _____

AGE: _____ Years Permanent Income Tax No.: * _____

† A person cannot stand as Surety for Spouse/family member.

* Furnish documentary evidence

(Fill in any one or more of the following boxes, whichever is applicable)

A

Details of employment

1) Name of employer: _____

2) Place of employment: _____

3) Annual Salary: _____

4) Other emoluments: _____

AND/OR

B

Details of immovable property owned

(absolutely in own name and not as a member of a joint & undivided Hindu family. Specify whether consisting of houses or mere lands)

1) Within Municipal Limits : _____

2) Situation : _____

3) Value : _____

4) Annual rent realized : _____

AND/OR

C

Details of business owned

(absolutely in own name and not as a partner)

1) Nature of business and location _____

2) Annual turnover _____

3) Annual profits _____

Date : _____ 20 _____

Witnessed by:

Signature of Surety

Full Name and Address of Bank Manager/Employer

(Bank Manager/Employer)

PIN _____