

Duplicate cum Transmission of Shares by Legal Heirs

Procedure & Documents Required

- 1) Original copy of acknowledged Police Complaint (General Diary) or FIR filed with the nearest Police Station bearing the seal of Police Authorities regarding loss of share certificates mentioning Legal Heir Applicant's Name, Address, Company Name, Folio No., Deceased Shareholder(s) Name, No. of Shares, Share Certificate No(s)., Distinctive No(s). and Date of Lost/Misplaced.
- 2) Duly Notarised Affidavit, as per attached format, executed and signed by all the Legal Heirs(s).
- 3) Duly Notarised Indemnity Bond, as per attached format, executed and signed by the Legal Heirs(s) who shall be the shareholders upon transmission.
- 4) Original paper cutting of newspaper notification in English Newspaper having wide circulation for loss of shares, as per attached format.
- 5) A duly executed Transmission Request Form as per attached format.
- 6) Copy of the Death Certificate of the Deceased Shareholder(s), duly attested by Notary / Gazetted Officer.
- 7) Self Attested with date PAN Card of All Legal Heirs.
- 8) Self Attested with date by Legal Heirs their Address Proof, like Aadhar Card, Voter-ID Card, Driving License.
- 9) A duly Notarized Affidavit for No Objection for Transmission by the Other Legal Heirs, as per attached format.
- 10) On Bank Letter Head the Bank Attested Specimen Signatures and Address and PAN of all the Legal Heirs, as per attached format ISR-2, duly attested by the Bank Manager with mentioning Manager Name and Code No. under their official stamp/seal.
- 11) Cancelled Cheque Leaf in the name of the Legal Heir who shall be the Sole/First Shareholder upon transmission OR his/her Bank Attested Pass Book copy of First & Last Pages.
- 12) Copy of self certified with date PAN Card and Address Proof of the Witnesses and Sureties as per Indemnity and Affidavit and they should not be a Family Member of the Legal Heirs.
- 13) Certified copy of Succession Certificate or Probate of Will or Letter of Administration . (if the market value of shares is exceeding Rupees Two Lakhs)
- 14) The legal heir/ claimant whose name shares will be transmitted should furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) as per Form **ISR-1**, Form **ISR-2** and Nomination as per Form **SH-13**.
- 15) The legal heir/ claimant whose name shares will be transmitted should furnish duly executed Form **ISR-4** which is a mandatory requirement as per SEBI circular No. SEEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8, dated January 25, 2022 on issuance of Securities in Dematerialized form in case of Investor Service Request.

Enclosed : Drafts of the Aforesaid Formats.