

Transmission of Equity Shares by Legal Heirs

Procedure & Documents Required.

- 1) Original share certificates of entire shareholding,
- 2) A duly executed Transmission Request Form as per attached format.
- 3) Copy of the Death Certificate of the deceased shareholder/s duly attested by Notary / Gazetted Officer.
- 4) Self Attested PAN Card of Legal Heirs.
- 5) Self Attested by Legal Heirs their Address Proof, like Aadhar Card, Voter-ID Card, Driving License.
- 6) Notarized Affidavit by Legal Heirs, as per attached format,
- 7) Notarized Indemnity by Legal Heirs, as per attached format, (if the market value of shares is below Rupees Two Lakh)
Or
Certified copy of Succession Certificate or Probate of Will or Letter of Administration . (if the market value of shares is exceeding Rupees Two Lakh)
- 8) A duly Notarized Affidavit for No Objection for Transmission by the Other Legal Heirs, as per attached format.
- 9) On Bank Letter Head the Bank Attested Specimen Signatures and Address and PAN of the Legal Heirs.as per attached format duly attested by the Bank Manager with mentioning Manager Name and Code No under their official stamp/seal.
- 10) Cancelled Cheque Leaf in the name of the legal heir OR Bank Attested Pass Book First & Last pages.
- 11) Copy of self certified PAN Card and address proof of the Witnesses and Sureties as per Indemnity and Affidavit.

Enclosed : Drafts of the Aforesaid Formats.