

TRANSMISSION OF SHARES BELOW 200000

As per transmission of shares is concerned, following documents required:

1. Legal heir certificate from the revenue Department of your state government if it is in regional language should be translated in English and both copies true and translated should be duly attested by Gazettee Officer /Notary together with the Indemnity Bond and Affidavit on a non-judicial stamp paper of the Value of Rs.100/- & Rs.20/- duly attested by Notary Public or Special Executive Magistrate respectively (as per the proforma enclosed).
2. Transmission Form to be filled, signed and submitted with us. Please ensure that your specimen signature is attested by a Nationalized Bank Manager with their Official Seal (As per the proforma enclosed).
3. Copy of Address Proof of Claimant duly attested by Notary.
4. No objection letter from other legal heirs which is required to be executed on Non-Judicial stamp paper of the value of Rs.50/- (As per the proforma enclosed.), if applicable, along with their copies of ID proof i.e Pan Card / Passport duly certified by Notary and Bank Manger with their official seal.
5. Photo copy of Claimant (s) Pan Card duly certified by a Gazetted Officer. It is mandatory as per SEBI Norms vide Circular No. SEBI/MRD/Dop/SE/RTA/Cir-03/2010 dated 07th January 2010.
6. Original share certificate of face value of Rs.10/-
7. Copy of Death certificate of the shareholder duly certified by Notary/ Gazetted Officer and if the death certificate is in your regional language it should be translated in English and both true and translated copy should be Certified by Notary / Gazetted Officer and both true and translated copies should be submitted.
8. Surety Form (as per the format enclosed) along with the copy of Pan Card and Income proof duly attested and surety must be signed by other than family member
9. Request letter duly signed by the claimant for transmission of shares.

All attested / certified copies should bear Official seal, Name, Address and Signature of attesting authority.