To Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board of Directors

(Name and Address of the Company)

**APPLICATION FORM FOR TRANSMISSION/TRANSPOSITION/NAME DELETION**

PLEASE FILL IN SEPARATE FORMS FOR EACH COMPANY SERIES AND EACH CATEGORY OF

SHARES/DEBENTURES/BONDS AND ALSO KINDLY READ THE INSTRUCTIONS CAREFULLY

1. TYPE OF REQUEST (Tick relevant box)

 🞎 TRANSMISSION 🞎 TRANSPOSITION 🞎 NAME DELETION

(B) NAME OF THE COMPANY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(C) REGD. FOLIO NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (The folio is mentioned on the reverse / face of the certificate)

(D) NAME OF THE HOLDER(S) [ As endorsed on certificate(s)

FULL NAME OF HOLDER(S)

1.

2.

3.

4.

(E) PARTICULARS OF SHARE / DEBENTURE / BOND CERTIFICATE(S) (If space provided is insufficient, then continue on supplement sheet)

|  |  |  |
| --- | --- | --- |
| CERTIFICATE NO. | DISTINCTIVE NOS | NO. OF SECURITIES |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|  |  |  |

 (F) TOTAL NO. OF SHARES / DEBENTURES / BONDS:

(G) TO BE TRANSMITTED / TRANSPOSED IN FAVOUR OF

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TITLE | FIRST NAME MIDDLE NAME SURNAME | AGE | OCCUPATION | PAN |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

Note: Mandatory to attach self attested copies of PAN Card(s) of all Holder(s)/Claimant(s) under item (G)

(H) Full Address of the Holder/Claimant under item (G)(1) SIGNATURE(s)

 1

 4.

 2.

 PIN CODE 3.

PLEASE FILL IN THE COMPLETE ADDRESS OF THE HOLDER/CLAIMANT INCLUDING PINCODE FOR SAFE DELIVERY

(I) TICK THE TYPE OF DOCUMENTS SUBMITTED : (J) Specimen Signature(s)

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Type of Document to be duly attested by****Competent authority (in case of Xerox)** | **Mark here** |
| 1 | Death Certificate | 🞎 |
| 2 | Succession Certificate | 🞎 |
| 3 | Probate of will | 🞎 |
| 4 | Letter of Administration | 🞎 |
| 5 | Marriage Certificate | 🞎 |
| 6 | Original Share/Debenture/Bond Certificate | 🞎 |
| 7 | Copy of PAN card, self certified | 🞎 |
| 8 | Any other, viz | 🞎 |

**For Office Use only**

|  |
| --- |
| 1) DOCUMENT REGISTRATION / TRANSFER NO .: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2) DATE OF REGISTRATION / BOARD APPROVAL : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3) BUYER’S FOLIO : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4) DELIVERY TYPE (Tick relevant box) : 🞎 COUNTER 🞎POSTAL |

1) INWARDED :

2) VERIFIED :

3) SCRUTINY :

4) DATA ENTRY :

5) MASTER UPDATION :

**INSTRUCTIONS**

**I IN CASE OF TRANSMISSION**

 1) In a Joint Account no names can be deleted apart from the deceased nor can any fresh names to be added.

 2) Request for transmission CANNOT be put through in case of securities standing in the single name of the deceased merely on the basis of Death Certificate. Proper legal documents are required to be submitted.

**II IN CASE OF NAME DELETION:**

 Incase of death of joint shareholder(s), deletion of name will be carried out upon receipt of a duly signed request letter from surviving shareholder(s) alongwtih original share certificate(s), notarised copy of death certificate of the deceased shareholder(s) and copy of PAN card(s), self certified.

**Supplement to item (E)**

**III PARTICULARS OF SHARE/DEBENTURE/BOND CERTIFICATE(S)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. NO. | CERTIFICATE NO. | DISTINCTIVE NOS | NO. OF SECURITIES |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |

 |

 Securities to be forwarded to :

|  |
| --- |
| Mr./Mrs. |
|  |
|  |
|  |

FOR OFFICE USE ONLY

SPACE FOR ANY SPECIAL REMARKS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_