

FORMAT OF TRANSMISSION APPLICATION

(Please fill this application carefully after reading the notes mentioned below the application so that rejection of the application can be avoided)

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

Photograph of legal heirs

Dear Sir,

I/We, (name of the applicant), an Indian Inhabitant / NRI presently residing at (address of each applicant) am/are applying for transmission of the shares held in the name of (name of the deceased). The name of the deceased expired on (date of expiry) at (place of death). The deceased was holding ___ equity shares of the following description

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
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I/We am/are the (Nominee / Legal heir(s) / Successors / Executor(s) of the Will OR Administrators of the Estate of the deceased). The following are particular of Applicant(s) :

<u>Sr. No.</u>	<u>Name & Address Of the Applicant(s)</u>	<u>Age</u>	<u>Relation with the deceased</u>
1.			
2.			
3.			

*The Hon'ble Court has granted me/us Probate of the Will / Letters of Administration / Succession Certificate on the (date of the order).

OR

In the absence of probate of the will / letters of administration / succession certificate, I/we are furnishing indemnity bond and affidavit thereof for transmission.

Note :- * is not applicable to nominee

My/Our specimen signature(s) is/are as below:

[Signature of the Applicant(s)]

I/We hereby submit the following documents to support my/our claim for transmission of shares held by the deceased:

- 1.Original Share Certificates for the entire holding.
- 2.Death certificate of the deceased in original / Attested.
- 3.Duly attested / Notarised photocopy of Court certified copy of the Probate of the Will / Succession Certificate
- 4.Indemnity Bond duly attested on Non-Judicial Stamp Paper (NJS) of Rs.200/-
- 5.Affidavit on NJS of Rs.100/- (Maharashtra Resident) and Rs. 20 (out of Maharashtra Resident) duly affirmed by S.E.O or Notary Public
- 6.No Objection Certificate from each legal heirs.
- 7.Proof of my/our identification

I/We hereby request you to transmit the shares covered under Folio No. _____ standing in the name of the deceased in my/our name and enter my/our name(s) in the Register of Members of the Company.

Date : Signature of the Applicant(s)

- 1.
- 2.
- 3.

Name and address of the witness Signature of the witness

1. 1.
2. 2.

NOTES:

- 1.The Application should be typed.
- 2.Shares can be transmitted to the maximum of three legal heirs only.
- 3.Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
- 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 shareholder, 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 affidavit or declaration form duly affirmed by the S.E.M or Notary Public. N.O.C. 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 & proof of identification such as Election Card, Driving License, Passport, Electricity Bill, Telephone Bill, etc. duly attested by S.E.O or Notary Public as the proof of identification of yours.
- 10.Please furnish us with a letter from the Bank Manager of the bank where you have an account, identifying you and verifying your signature alongwith your account details for signature attestation.
- 11.Please do not furnish mere photo copies of the documents requested.
- 12.Please annex all the documents as required along with application to avoid delay in transmission process.

FORMAT OF INDEMNITY BOND FOR TRANSMISSION OF SHARES WITHOUT PRODUCING PROBATE / SUCCESSION CERTIFICATE / LETTERS OF ADMINISTRATION

(Please type this indemnity bond after carefully reading the notes mentioned below the format)

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

WHEREAS

(Number of shares) Equity shares bearing Distinctive numbers from _____ to _____ of the face value of Rs. ___/- each and on which Rs. ___/- per share is paid comprised in the Share Certificate No(s). _____ of (name of the company) having its registered office at (address of the company) are standing in the name of Late Shri./Smt. (name of the deceased) in the Register of Members of the (name of the company). The deceased was holding ___ shares of the following description

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
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WHEREAS:

Shri./Smt. (name of the deceased) expired on (date of death) leaving behind him/her the following heirs :

<u>Sr. No.</u>	<u>Name & Address Of the legal heir</u>	<u>Age</u>	<u>Relationship with the deceased</u>
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1.
2.
3.

AND WHEREAS :

The above mentioned shares were separate and self acquired property of the deceased. According to the law of Intestate Succession applicable to him/her by which he/she was governed at the time of his/her death, the person(s) mentioned herein above is/are the only heir(s) of the deceased. He/She/They is/are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased.

NOW THEREFORE :

I/We, (name of the applicant(s)) aged ___ years, an Indian Inhabitant / NRI presently residing at (address of the applicant/s) approach the Company to transmit the shares covered under Folio No. _____ and bearing Certificate No(s). _____ held by the deceased in my/our favour and enter my/our name(s) in the Register of Members of the Company without production of Probate of the Will / Letters of Administration or Succession Certificate from the Court of competent jurisdiction. In consideration of the Company having agreed to transmit and register the aforesaid shares in my/our name on my/our executing a bond in favour of the Company.

Upon the Company transmitting and registering the shares held by the deceased, I/We the undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate

and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

IN WITNESS WHEREOF I/We, the applicant(s) herein has/have signed and set my/our hands on this ____ day of _____ 20....

Name and address of the Applicant(s)

Signature of the Applicant(s)

1.

1.

2.

2.

3.

3.

Name and address of Witness

Signature of the Witness

1.

1.

2.

2.

Place ;

Date :

SURETY

We, (name of the surety No.1) aged ___ years, an Indian Inhabitant / NRI presently residing at (residential address of Surety No.1) and having business address at (official address of Surety No.1), having PAN No.

and

(name of the surety No.2) aged ___ years, an Indian Inhabitant / NRI presently residing at (residential address of Surety No.2) and having business address at (official address of Surety No.2), having PAN No.

the undersigned, certify that the above facts are true to the best of our knowledge. We bind ourselves sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the Company, its successors and assigns its estate and effects and its directors, manager, secretary and shareholders may sustain, incur or be liable for in consequence of complying with the request contained above and the Company, its successors, assigns, directors, manager, secretary and shareholders will be entitled to realise all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date:

Name and Address of the Surety	Signature of the Surety
1.	1.
2.	2.

Name and Address of the Witness	Signature of the Witness
1.	1.
2.	2.

NOTES:

1. Indemnity Bond should be on Non- Judicial stamp paper of Rs.200/-.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. It should be executed by the Applicant.
4. Maximum of only three legal heirs can apply for transmission.
5. Indemnity Bond should be witnessed by two persons.
6. Two sureties are required to be furnished
7. Witness and Surety have to be different individuals and not from the same family.
8. Each Surety has to attach attested copy of his PAN Card and Form 16 of the latest financial year and attested copy of his proof of identification viz. Ration Card, Election Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc.
9. Indemnity Bond should be Notarised.

**FORMAT OF AFFIDAVIT FOR TRANSMISSION OF SHARES WITHOUT PRODUCING PROBATE / SUCCESSION
CERTIFICATE / LETTERS OF ADMINISTRATION**

(Please type this Affidavit after carefully reading the notes mentioned below the format)

AFFIDAVIT

I, _____, son/daughter/spouse of _____ aged ____, an Indian Inhabitant / NRI presently residing at _____, do hereby solemnly affirm and declare as under:

1. That Shri/Smt. (Name of the deceased), the deceased, was holding _____ equity shares in (the name of the company) covered under Folio No. _____ and Share Certificate No(s). _____, bearing Distinctive Nos. _____ to _____ of the face value of Rs. ___/- each.

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
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2. Shri./Smt. (name of the deceased) expired intestate on (date of death) at (place of death) leaving behind him/her the following legal heirs :

<u>Sr. No.</u>	<u>Name of the heir</u>	<u>Age</u>	<u>Relation with the deceased</u>
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- 1.
- 2.
- 3.

3. The abovementioned shares were separate and self acquired property of the deceased. According to the law of Intestate Succession applicable to him/her by which he/she was governed at the time of his/her death, the person(s) mentioned hereinabove is/are the only heir(s) of the deceased. They are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased.

4. That the Late Shri/Smt. (name of the deceased) has left no other heir than these in paragraph 2 above and the person(s) mentioned therein is/are only his/her legal heir(s).

5. I have already executed indemnity bond for transmitting the aforesaid shares held by the deceased in my name without production of Succession Certificate / Probate of Will / Letter of Administration (LoA)

OR

I have already, alongwith name of other applicant(s), executed indemnity bond for transmitting the aforesaid shares held by the deceased in our name without production of Succession Certificate / Probate of Will / Letter of Administration (LoA).

6. I therefore request the (Name of the Company) to transmit the above shares in my / our name.

I am executing this declaration to be submitted to the concerned authorities of the Company.

VERIFICATION

I hereby state that whatever is stated herein above are true to the best of my knowledge.

Solemnly affirmed at _____)

On this ____ day of _____ 20...) (Signature of the Applicant/s)
Deponent

Identified by me

Before Me

NOTES:

1. Affidavit should be on Non-judicial stamp paper of Rs.20/- and on Rs.100/-, if the applicant is resident of Maharashtra.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. It should be executed by the Applicant(s)
4. Maximum of only three legal heirs can apply for transmission.
5. Affidavit should be attested by Notary/S.E.O./ Oaths Commissioner

