

Procedure for transmission of shares in single name

- a) Following documents to be submitted to Company / RTA
- Request letter by the legalheir in whose name the shares are to be transmitted
 - Photocopy of death certificate duly notarised
 - Photocopy of legalheir certificate
 - Original share certificates
 - Photocopy of PAN Card
 - Unclaimed dividend warrants, if any
 - Photocopy of WILL / Succession Certificate / Probate / Letter of Administration – if any, duly notarised.
 - If the market value of the shares exceeds Rs.2 lakhs, Succession Certificate is mandatory.
- b) On receipt of the above documents, RTA shall send the draft affidavit / indemnity bond / no-objection to be executed on non judicial stamp paper of requisite value and furnished by the legalheirs.

Procedure for transmission of shares in joint name

- a) Following documents to be submitted to Company / RTA
- Request letter by the joint holder
 - Photocopy of death certificate duly notarised
 - Original share certificates
 - Photocopy of PAN Card
 - Unclaimed dividend warrants, if any

On receipt of the above documents, shares will be transmitted in the name of the joint holder

Procedure for transmission of shares in single name and nomination registered by the shareholder

- a) Following documents to be submitted to Company / RTA
- Request letter by the nominee
 - Photocopy of death certificate duly notarised
 - Original share certificates
 - Photocopy of PAN Card
 - Unclaimed dividend warrants, if any

On receipt of the above documents, RTA will send affidavit to be executed on non-judicial stamp paper of requisite value.