Procedure for Transmission for cases where Market value is upto Rs. 10,000/-

For Transmitting the shares in the names of the claimant/legal heir, you are requested to furnish us the following documents (If Market value of Securities is **up to Rs. 10,000/-** as per the SEBI circular no. (HO/38/13/11(14)2026-MIRSD-POD/I/17111/2026 dated 23-07-2026).

1. Transmission request form-cum-undertaking on a plain paper along with a document establishing relationship between the claimant(s) and the deceased security holder(s) (Format Enclosed-Annexure-2).
2. Annexure-B (Affidavit, in case no relationship documents are available) of Annexure 2 to be submitted by claimant on Non-Judicial Stamp Paper of appropriate value (as applicable in the relevant State where the claimant resides) duly notarized / attested by a Gazetted Officer or Judicial Magistrate First Class (JMFC).
3. Affidavit -cum-NOC from non-claimant legal heir on plain paper (format attached – Annexure 5) along with Proof of identification and proof of address of non-claimants duly self-attested.
4. You are requested to submit the duly filled and signed Demat Conversion Form and a Client Master List (not more than two months old), duly attested by your Depository Participant (DP), to enable us to process your request
5. Copy of death certificate duly attested by a notary public or a Gazetted Officer or a Judicial Magistrate First Class (JMFC) OR Death Certificate with clear and eligible QR code.
6. Self-attested copy of Proof of Identification (PAN card) and proof of address (aadhar card/passport/utility bill) of all the legal heirs & claimants is required.
7. Kindly furnish us with a Banker verification form (format enclosed- Form ISR-2) duly attested by the Bank manager, where applicant(s) have an account identifying the applicant(s) and their signature along with original cancelled cheque leaf.
8. Kindly furnish duly filled ISR-4 form. (Format enclosed)
9. KYC form to update details (ISR-1 and SH-13/ISR-3). (Format enclosed)

In case of loss of share certificates, you are requested to follow with below procedure for issuance of duplicate share certificate:

1. An affidavit cum Indemnity bond (Form A - draft enclosed) duly executed by all the registered shareholder(s) on plain paper.
2. Self-attested copy of Proof of Identification (PAN card) and proof of address (aadhar card/passport/utility bill) for both the witnesses to Indemnity Bond for loss of shares.
3. To furnish us duly filled & signed attached Questionnaire form.

On receipt of the above, we shall do the needful.

Please feel free to contact us for any clarification/assistance.

Procedure for Transmission for cases where Market value is upto Rs. 10,00,000/-

For Transmitting the shares in the names of the claimant/legal heir, you are requested to furnish us the following documents (If Market value of Securities is **up to Rs. 10,00,000/-** as per the SEBI circular no. (HO/38/13/11(14)2026-MIRSD-POD/I/17111/2026 dated 23-07-2026).

1. Transmission request duly filed & Signed (Format Enclosed-Annexure-3)

2. Indemnity Bond to be submit by claimant on Non-Judicial Stamp Paper of appropriate value (as applicable in the relevant State where the claimant resides) duly notarized / attested by a Gazetted Officer or Judicial Magistrate First Class. (Format enclosed Annexure-4)

3. Self-attested copy of Proof of Identification (PAN card) and proof of address (aadhar card/passport/utility bill) for both the witnesses to Indemnity Bond.

4. All legal heir has to submit Affidavit -cum-No Objection Declaration on Non-Judicial Stamp Paper of appropriate value (as applicable in the relevant State where the claimant resides) duly notarized / attested by a Gazetted Officer or Judicial Magistrate First Class (JMFC). (Format enclosed Annexure-5)

5. If in case the claimant submits any court issued documents Succession Certificate or Probate of Will or Letter of Administration or Court Decree, the below mentioned documents are not required.
   - Notarised indemnity bond.
   - Affidavit -cum-NOC from non-claimant legal heir(s)

6. Self-attested copy of Proof of Identification (PAN card) and proof of address (aadhar card/passport/utility bill) of all the legal heirs & claimants is required.

7. You are requested to submit the duly filled and signed Demat Conversion Form and a Client Master List (not more than two months old), duly attested by your Depository Participant (DP), to enable us to process your request

8. Copy of death certificate duly attested by a notary public or a Gazetted Officer or a Judicial Magistrate First Class (JMFC) OR Death Certificate with clear and eligible QR code.

9. Kindly furnish us with a Banker verification form (format enclosed- Form ISR-2) duly attested by the Bank manager, where applicant(s) have an account identifying the applicant(s) and their signature along with original cancelled cheque leaf.

10. Kindly furnish duly filled ISR-4 form. (Format enclosed)

11. KYC form to update details (ISR-1 and SH-13/ISR-3). (Format enclosed)

In case of loss of share certificates, you are requested to follow with below procedure for issuance of duplicate share certificate:

1. Submit copy of FIR/ Acknowledged copy of police complaint lodged with the local police station for the loss/misplacement of share certificate(s). [Mention all the required details in the FIR such as name of the Company, Folio No., Registered shareholders name, share certificate numbers along with distinctive numbers and no of shares]. (Not applicable if the market value of shares is less than Rs. 10,00,000/-)

2. An affidavit cum Indemnity bond (Form A - draft enclosed) duly executed by all the registered shareholder(s) on Non-Judicial Stamp Paper of appropriate value (as applicable in the relevant State where the claimant resides) duly notarized by notary public under his seal & notarial stamp.

3. Self-attested copy of Proof of Identification (PAN card) and proof of address (aadhar card/passport/utility bill) for both the witnesses to Indemnity Bond for loss of shares.

4. To furnish us duly filled & signed attached Questionnaire form.

The Indemnity bond and affidavit must be affirmed by Notary Public. Notarization should be registered, kindly mention the book no and serial no on the documents notarized.

On receipt of the above, we shall do the needful.

Please feel free to contact us for any clarification/assistance.

<u>Procedure for Transmission for cases where Market value is above Rs. 10,00,000/-</u>

For Transmitting the shares in the names of the claimant/legal heir, you are requested to furnish us the following documents (If Market value of Securities is **Above Rs. 10,00,000/-** as per the SEBI circular no. (HO/38/13/11(14)2026-MIRSD-POD/I/17111/2026 dated 23-07-2026).

1. Transmission request duly filed & Signed (Format Enclosed-Annexure-3)

2. Succession Certificate or Probate of Will or Letter of Administration or Court Decree duly notarised by notary public.

OR

Copy Legal Heirship Certificate or copy of WILL duly notarised, along with Indemnity Bond to be executed on Non-Judicial Stamp Paper of appropriate value (as applicable in the relevant State where the claimant resides) duly notarized / attested by a Gazetted Officer or Judicial Magistrate First Class (JMFC). (Format enclosed Annexure-4)

3. You are requested to submit the duly filled and signed Demat Conversion Form and a Client Master List (not more than two months old), duly attested by your Depository Participant (DP), to enable us to process your request.

4. All legal heir has to submit Affidavit -cum-No Objection Declaration on Non-Judicial Stamp Paper of appropriate value (as applicable in the relevant State where the claimant resides) duly notarized / attested by a Gazetted Officer or Judicial Magistrate First Class (JMFC). (Format enclosed Annexure-5)

5. Copy of death certificate duly attested by a notary public or a Gazetted Officer or a Judicial Magistrate First Class (JMFC) OR Death Certificate with clear and eligible QR code.

6. Self-attested copy of Proof of Identification (PAN card) and proof of address (aadhar card/passport/utility bill) of all the legal heirs & claimants is required.

7. Kindly furnish us with a Banker verification form (format enclosed- Form ISR-2) duly attested by the Bank manager, where applicant(s) have an account identifying the applicant(s) and their signature along with original cancelled cheque leaf.

8. Kindly furnish duly filled ISR-4 form. (Format enclosed)

9. KYC form to update details (ISR-1 and SH-13/ISR-3). (Format enclosed)

In case of loss of share certificates, you are requested to follow with below procedure for issuance of duplicate share certificate:

1. Submit copy of FIR/ Acknowledged copy of police complaint lodged with the local police station for the loss/misplacement of share certificate(s). [Mention all the required details in the FIR such as name of the Company, Folio No., Registered shareholders name, share

certificate numbers along with distinctive numbers and no of shares]. (Not applicable if the market value of shares is less than Rs. 10,00,000/-)

2. An affidavit cum Indemnity bond (Form A - draft enclosed) duly executed by all the registered shareholder(s) on Non-Judicial Stamp Paper of appropriate value (as applicable in the relevant State where the claimant resides) duly notarized by notary public under his seal & notarial stamp.

3. Self-attested copy of Proof of Identification (PAN card) and proof of address (aadhar card/passport/utility bill) for both the witnesses to Indemnity Bond for loss of shares.

4. To furnish us duly filled & signed attached Questionnaire form.

The Indemnity bond and affidavit must be affirmed by Notary Public. Notarization should be registered, kindly mention the book no and serial no on the documents notarized.

On receipt of the above, we shall do the needful.

Please feel free to contact us for any clarification/assistance.