

Please find below the procedure to be followed for Duplicate cum Transmission of shares.

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]. To be furnished in English for out of Maharashtra shareholders. **(Not applicable if the market value of shares is less than Rs. 500000/-)**
2. Combined document for transmission-cum-issue of duplicate share certificate viz... Indemnity Bond & Affidavit executed and notarized on Stamp paper of **Rs 200/-** (for companies having registered address outside Maharashtra) or **Rs. 500/-** (for companies having registered office in Maharashtra) and Rs. 100/- respectively with photograph of applicant (Draft enclosed). Witness should be other than family member.
3. Demand draft of Rs 1500/- toward cost of publication of notice of loss of share certificate(s) in newspaper drawn in favour of “ _____ ” Payable at ____.

OR

Advertisement in the leading newspaper containing all the details of holding such as name of the company, certificate no, distinctive no, no of shares and name of shareholder.

(Not applicable if the market value of shares is less than Rs. 500000/-)

(Kindly confirm the mode of advertisement with company/RTA if applicable)

For Transmitting the shares in the names of the claimant/legal heir, you are requested to furnish us the following documents duly executed (If Market value of Securities is upto Rs. 5,00,000/- as per the SEBI circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/65 dated 18th May, 2022).

1. Request letter from claimant duly filled and signed. (Form Enclosed – Annexure C)
2. Original Death Certificate or copy of the death certificate should be notary attested.
3. NOC (Annexure F) to be given by individual legal heir separately on appropriate non-judicial stamp paper of Rs. 100/- duly notarized or attested by a Gazette officer and executed by all the legal heir of the deceased shareholder along with attested copy of his PAN card and Aadhaar Card.
4. Details of all the legal heirs required to be mentioned in the document submitted.
5. Each witness must attach attested copy of his/her PAN card and Aadhaar Card
6. Applicants self-attested copy of PAN Card.
4. Applicants self-attested copy of Aadhaar Card/Passport/Utility Bill of Shareholder(s).(Not older than 3 months)
7. Each witness must attach attested copy of his PAN card and Aadhaar Card
8. Signature attestation by Bank on attached format (Account No, name of the Bank Manager, Employee Code & Round Stamp etc.) along with cancelled cheque in original of the claimant is required – Form ISR-2

If the market value of share exceed to Rs 5,00,000/- for transmitting the shares in the names of the legal heir, you are requested to send us the following documents.

1. Request letter from claimant duly filled and signed. (Format enclosed - Annexure C).
 2. Succession Certificate or Probate of will or Letter of administration OR Court decree / Legal heir Certificate
 3. NOC (Format Enclosed – Annexure F) to be given by individual legal heir separately along with identification proof.
 4. Affidavit made on appropriate non-judicial stamp paper of Rs. 100/- duly notarized. (Format Enclosed- Annexure D), has to be executed by all the claimants/legal heir.
 5. Original Death Certificate or copy of the death certificate should be notary attested.
 6. Applicants self-attested copy of PAN Card.
 5. Applicants self-attested copy of Aadhar card/Passport/Utility Bill of Shareholder(s).(Not older than 3 months)
 7. Signature attestation by Bank on attached format (Account No, name of the Bank Manager, Employee Code & Round Stamp etc.) along with cancelled cheque in original of the applicant is required – Form ISR-2
- **Any death certificate issued / copy of FIR in vernacular language has to be submitted in translated version in English duly attested**

Please send all the documents through physical delivery at our address.

Please feel free to contact us for any clarification/assistance