

For Transmitting the shares in the names of the claimant/legal heir, you are requested to furnish us the following documents duly executed along with **original shares certificates** (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 (Format enclosed - Annexure C).
- 2) Original Death Certificate or copy of the death certificate should be notary attested.
- 3) Indemnity Bond made on appropriate non-judicial Stamp paper of Rs 200/- (for companies having registered address outside Maharashtra) or Rs. 500/- (for companies having registered office in Maharashtra) duly notarized (Format enclosed – Annexure E), has to be executed by all the claimants/legal heirs.
- 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.
- 5) NOC (Format Enclosed – Annexure F) to be given by individual legal heir separately on appropriate non-judicial stamp paper of Rs. 100/- duly notarized and executed by all the legal heir of the deceased shareholder who are renouncing along with their copy of PAN card.
- 6) Details of all the legal heirs required to be mentioned in the document submitted.
- 7) Each witness must attach self-attested copy of his/her PAN card and Aadhaar Card
- 8) Applicants self-attested copy of PAN Card.
- 9) Applicants self-attested copy of Aadhaar card/passport/utility Bill (not older than 3 month).
- 10) 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.

If the market value of share exceeds 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 along with **original shares certificates**.

- 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 on appropriate non-judicial stamp paper of Rs. 100/- duly notarized and executed by all the legal heir of the deceased shareholder who are renouncing along with their copy of PAN card.
- 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 shareholders.
- 5) Original Death Certificate or copy of the death certificate should be notary attested.
- 6) Applicants self-attested copy of PAN Card.
- 7) Applicants self-attested copy of Aadhaar card/passport/utility Bill (not older than 3 month).
- 8) 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

- **Any death certificate issued 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