

Transmission of shares:

1. Transmission of shares arises in case of death of the sole registered shareholder holding shares in his or her name.
2. SEBI vide its circular no. SEBI/HO/MIRSD3/CIR/P/2016/00000085 dated September 15, 2016, have standardized the following Documents required for transmission of securities held in physical mode:-

I. For securities held in single name with a nominee:

1. Duly signed transmission request by the Nominee
2. Original share certificate[s].
3. Original or Copy of death certificate attested by a Bank Manager/Notary Public/Executive Magistrate.
4. Self attested copy of PAN card [Copy of PAN card may be substituted with ID proof in case of residents of Sikkim after collecting address proof]
5. Self attested address proof- Aadhar/Passport/Driving licence
6. Original cancelled cheque where his/her name is printed on the cheque leaf

II. For securities held in single name without a nominee:

a) For value of securities more than Rs. 2,00,000 (Rupees Two lakh only) per Issuer Company / Bank as on date of application following document is required to be submitted:

- i. Application signed by legal heir(s) entitled to the shares accompanied by duly notarised copy of any one of the following documents:
 - o Probate of Will.
 - o Letter of Administration (LOA).
 - o Succession Certificate.
- ii. Original share certificate.(s)
- iii. Copy of death certificate attested by Bank Manager/Notary Public/Executive Magistrate.
- iv. Self attested copy[ies] of PAN of Beneficiary[ies]
- v. Self attested address proof of the Beneficiary i.e. first holder
- vi. Original cancelled cheque with the beneficiary's name [first holder] printed on the cheque leaf/bank pass book.
- vii. Signature[s] of beneficiary[ies] duly attested by Bank Manager.
- viii. In case the Will/LOA/Succession Certificate mentions additional legal heirs other than the applicant(s), duly notarised Deed of Relinquishment or No Objection

certificate to be executed on non-judicial stamp paper of Rs. 20/- by the other legal heirs.

- ix. Nomination Form duly filled and completed (if they wish to appoint a nominee).

b) For value of securities of the Issuer Company/Bank upto Rs. 2,00,000 (Rupees Two lakh only) as on date of application, one or more of the following documents:

- i. Application signed by the applicant(s)
- ii. Original share certificate[s]
- iii. Copy of death certificate attested by Bank Manager/Notary Public/Executive Magistrate
- iv. Self attested copy[ies] of PAN of Beneficiary[ies]
- v. Self attested address proof of the Beneficiary i.e. first holder
- vi. Affidavit to be executed on a non-judicial stamp paper of Rs.100/- duly notarised
- vii. Indemnity Bond to be executed on a non-judicial stamp paper of Rs. 500/- duly notarised
- viii. Certified copies of the relevant pages of the Ration Card including the page where names of all the family members are visible (including the name of the deceased shareholder). In case ration card is not available, legal heirship certificate containing the names of all legal heirs of the deceased shareholder.
- ix. Original cancelled cheque where his/her name is printed on the cheque leaf/bank pass book.
- x. In case the Indemnity mentions additional legal heirs other than the applicant(s), duly notarised Deed of Relinquishment or No Objection certificate to be executed on non-judicial stamp paper of Rs.20/- by the other legal heirs.
- xi. Nomination Form (if they wish to appoint nominee).

In case, the Death Certificate / Legal Heirship Certificate is in a vernacular language, kindly arrange to forward the attested copy of the same along with an attested translated copy, in English.

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