

**Transfer of Rs. 10/- face value shares - where shares are held in physical mode the following documents are required to be submitted:-**

SEBI vide its Circular No. SEBI/HO/MIRSD/DOS3/CIR/P/2018/139 dated November 6, 2018 has laid down standardized procedure for transfer of securities in physical mode. Although transfer of shares held in physical form is not legally permissible after March 31, 2019, vide Press Release dated March 27, 2019 SEBI has allowed that the transfer deed(s) once lodged prior to the deadline of March 31, 2019 and returned by the Company due to some deficiencies in the documents, provided by the Applicant may be re-lodged for transfer even after the expiry of the deadline of April 1, 2019.

**Hence the documents sent under objection during the above period may be processed by the Company once the objection(s) have been removed.**

**Please note that Rs.100/- face value share certificates should not be submitted for the purpose of transfer as they are not tradable.**

Instead submit to the Company the original share certificates of Rs 100/- face value along with a duly signed letter by the concerned registered shareholder(s) for the purpose of subdivision of the shares to face value of Rs 10. Blue ink self signed copies of the PAN cards of all holders is also required to be submitted. If any one of the shareholders is deceased then the original or a notarized copy of the death certificate of the deceased shareholder is to be sent.

**For transmission of shares held in physical mode, the following documents are required to be submitted by the shareholders / legal heir(s):-**

1. For shares held in single name with a nominee:
  - a) Duly signed transmission request by the nominee.
  - b) Original or Copy of death certificate duly certified by a Notary Public (bearing name, address & registration no of the notary public)
  - c) Self attested (signed in blue ink) copy of PAN card of the nominee.
  - d) Latest copy of electricity /gas bill / telephone bill stating the address which is to be registered in the records of the Company.
  - e) In case the address of Nominee differs from the one mentioned at the time of the nomination, the old address proof viz. electricity/gas bill / telephone bill showing the said address is also required to be submitted.
  - f) In case the address proof is C/O one, self attested (signed in blue ink) Pan Card copy of the C/O person is also required to be submitted.
  
2. In case the shares held in the single name of the deceased shareholder(s) without a nominee and the value of the shares is upto Rs. 2,00,000/- transmission procedure based on Agreement of Indemnity is applicable, which will be intimated to the concerned legal heir(s) after submission by him of the application letter along with Original or Copy of death certificate duly certified by a Notary Public (bearing name, address & registration no of the notary) of the deceased shareholder(s) by the Applicant(s).

In case the value of shares is more than Rs.2,00,000 as on the date of application: Succession certificate or probate of will or will or letter of administration or court decree, as may be applicable in terms of Indian Succession Act, 1925 is applicable alongwith the original or copy of death certificate of the deceased shareholder , duly certified by a Notary Public (bearing name, address & registration no of the notary)

3. In case the shares are held in joint names, the application is required to be submitted by the surviving shareholder(s) also enclosing the original or copy of death certificate duly certified by a Notary Public (bearing name, address & registration no of the notary) of the deceased shareholder, physical shares & self-attested (signed in blue ink) Pan Card(s) copy/ copies of the surviving shareholder(s) is / are required to be submitted.

In case there is change in address latest copies of electricity /gas bills / telephone bills showing the old address (currently registered in the records of the Company) & new address are also required to be submitted. If the address proof is C/O one, self attested (signed in blue ink) Pan Card copy of the C/O person is also required to be submitted.

Bills showing the old address (currently registered in the records of the Company) & new address are also required to be submitted. If the address proof is C/O one, self attested (signed in blue ink) Pan Card copy of the C/O person is also required to be submitted.

**The aforesaid initial requirements are on the lines of the standardised procedure for transmission of shares as directed by SEBI. However, the Company reserves the right to seek additional documents other than what has been stated above, in specific cases depending upon their nature.**

**For dematerialisation / rematerialisation of Rs. 10/- face value shares held in physical mode the following documents are required to be submitted**

- a) In case there is change in address latest copies of electricity/gas bills / telephone bills showing the old address (currently registered in the records of the Company) & new address are also required to be submitted. If the address proof is C/O one, self attested (signed in blue ink) Pan Card copy of the C/O person is also required to be submitted. Also self-attested (signed in blue ink) Pan Card(s) copy / copies of all the concerned shareholders have to be submitted.
- b) In case of transmission cum demat request, transmission form (duly authenticated by Depository Participant), self- attested (signed in blue ink) Pan Card(s) copy / copies of all the concerned shareholders, original or duly notarized death certificate(s) of the deceased shareholder(s) have to be submitted.
- c) In case of transposition cum demat request, transposition form (duly authenticated by Depository Participant), self-attested (signed in blue ink) Pan Card(s) copy / copies of all the concerned shareholders have to be submitted. In case of transposition, entire shareholding registered is required to be submitted under single Demat Request No.
- d) In case of difference in name between the Company's records & demat account self-attested (signed in blue ink) Pan Card(s) & Aadhar Card or duly notarized affidavit made on Rs. 100/- stamp paper (in original) or duly notarized Gazette Notification copy indicating name change.
- e) In case of name change on account of marriage / change of status from minor to major / Power of Attorney, the shareholder(s) is / are required to communicate independently with the Company prior to lodgement of shares through Depository Participant for the purpose of demat.
- f) Rs. 100/- face value shares should not be submitted for the purpose of demat. Instead submit to the Company the original share certificates of Rs 100/- face value along with a duly signed letter by the concerned registered shareholder(s) for the purpose of subdivision of the shares to face value of Rs 10. Blue ink self signed copies of the PAN cards of all holders is also required to be submitted. If any one of the shareholders is deceased then the original or a notarized copy of the death certificate of the deceased shareholder is to be sent.
- g) Request for rematerialisation of shares self-attested (signed in blue ink) Pan Card(s) copy / copies & address proof viz. electricity/gas bills / telephone bills of the concerned client(s) / shareholder(s) are required to be submitted. If the address proof is C/O one, self attested (signed in blue ink) Pan Card copy of the C/O person is also required to be submitted. Also self attested (signed in blue ink) Pan Card(s) copy / copies of all the concerned shareholders have to be submitted.