

Instruction For Transfer Share Certificate

Procedure for Transfer

To transfer the shares you have to follow the transfer procedure, you have to execute a transfer deed along with following documents. Transfer deed should be affixed with share transfer stamps @ 0.25% as per the market rate or consideration, whichever is higher.

1. Transfer form duly filled and signed with the required share transfer stamp affixed on it. (Form SH 4 available in our website)
2. Self-attested copies of both of your PAN Cards. (Seller and buyer– irrespective of relation and money transaction for buy & sell of shares)
3. Seller signature must be attested by the manager of a nationalized bank under his / her official stamp indicating thereon his/her name, authorization code number, telephone number and also account number with the bank. (Format available in our website) - Cancelled cheque of the particular account in original also be attached
4. Original share certificates

Self-attested copy of Telephone Bill or Electricity bill of your address irrespective of name of the consumer (not older than 3 months).

Stamp duty to be calculated as under (25 paise per Rs 100/-)

For Example: Highest Market rate on 02/11/17 is Rs. 175/- X 500 shares = 87,500/-
Hence the stamp duty is not more than Rs. 225/-
PLEASE NOTE THAT THE HIGHEST MARKET RATE TO BE TAKEN ON THE DATE OF EXECUTION OF THE TRANSFER DEED.