

TRANSMISSION OF SECURITIES OF A DECEASED HOLDER WITHOUT LEGAL REPRESENTATION

Read carefully the Instructions before filling in the enclosures

The enclosures are:

TITLE CLAIM FORM	'T'
AFFIDAVIT (Draft Enclosed)	'A'
SURETY FORM	'S'
NO OBJECTION STATEMENT (Draft Enclosed)	'N'
INDEMNITY (Draft Enclosed)	'I'

Sequence of steps to be followed:

- 1) Affix SPECIAL ADHESIVE STAMPS of Rs. 100/- on Affidavit 'A' Rs. 500/- on Indemnity – 'I' Before signing these forms. (Refer item 'f' below)
- 2) Fill in answers posed in Title Claim Form – 'T', giving details in full
- 3) Fill in Affidavit – 'A', but do not sign now (refer 8)
- 4) Arrange for person to stand as Surety
- 5) Fill in the form of Surety – 'S' and get his/her signature on the form attested by Bank Manager /Employer
- 6) Fill in Indemnity – 'I', but do not sign now (refer 8)
- 7) Recheck that all documents are completely filled.
- 8) Arrange for Applicant/s and proposed Surety to sign no Affidavit/Indemnity in presence of a First Class or Stipendiary Magistrate/Public Notary/Judicial.
- 9) Fill in No Objection Statement and get specimen signature on the form witnessed by Bank Manager/Employer with his/her name, designation, employee code and round stamp of the Bank mentioning details of the Account holders such as Name of the Account holder, Account No etc.
- 10) Submit together all duly completed documents to us.

SPECIAL INSTRUCTIONS

TITLE CLAIM FORM – 'T'

- a) The certificates for securities standing in the sole name of deceased holder alongwith his/her Death Certificate must be sent with these forms.
- b) In case the name as mentioned in death certificate and securities differs then an Identity Certificate /Affidavit must be produced in confirmation that the deceased is one and the same person in both instances.
- c) If the deceased had declared a will (Registered or Unregistered), a copy thereof must be submitted in support of the made by applicant/s claim.
- d) In case of Minor children of the deceased, their names under Guardianship should be included as applicant/s.
- e) The applicant/s must obtain 'No Objection' as per annexure – 'N' from the other Legal Heir/s, if any, whose names are to be excluded in transmission of the securities.

AFFIDAVIT – 'A' & INDEMNITY 'I'

- f) Affidavit/Indemnity may be affixed with Special Adhesive Stamps or the text may be reproduced on Non-Judicial Stamp Paper of denomination/s given in 1 above
- g) Signature/s must be attested only by a First Class of Stipendiary Magistrate/Notary Public/Judicial.
- h) Full name/Address (and Regn No.) of the Official must be mentioned.

SURETY FORM – 'S'

- j) The financial Standing of the proposed Surety must be commensurate with the market value of the security/ies
- k) Surety form must also be signed by Bank Manager /Employer in affirmation of the details mentioned therein

NO OBJECTION STATEMENT – 'N'

- l) This statement must be furnished by each legal heir /renounce's (either independently or jointly/severally) as per the draft given.
- m) Photostat copy/ies of this draft may be used if more than one legal heir/ renounee is to furnish this statement.
- n) The signature/s of the Legal heir/ renounee/s must be witnessed by Bank Manager/Employer for identification purpose.

SPECIMEN SIGNATURES (in triplicate) OF APPLICANT/S

1.	1.	1.
-----	-----	-----

2.	-----	2.	-----	2.	-----
3.	-----	3.	-----	3.	-----

“T”

TITLE CLAIM FORM

UNIT : _____

Form to be filled in by the person or persons claiming the title to security / ies of a deceased holder without legal representation

1)	Full name of the deceased holder:				
2)	Date of death of the deceased according to English Calendar. (Attach Municipal Death Certificate in support)	_____	_____	_____	
		Day	Month	Year	
3)	i. Number of securities held by the deceased in this Company	Ordinary Shares of Rs.. _____ each			
	ii. In whose possession are the certificates at present?				
	iii. Number of Securities held in sole name of the deceased: in other companies	Name of the Company		Kind of Shares	
4)	Particulars of property (movable and immovable) of deceased other than that shown in column 3 above. (if any, briefly state as to its disposal)				
5)	Has the deceased left a Will or any other testamentary instrument disposing of this property? (If so, attach an attested copy of the same).				
6)	Has the deceased left parents /widow/husband and/or children?	<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Marital Status</u>
7)	By what law is the estate of the deceased governed? (Please state which School of Law is applicable)?				
8)	Who are the heirs of the deceased according to the law by which succession to his estate is governed?	<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Marital Status</u>
9)	Was the deceased (if a Hindu) a member of a joint and undivided Hindu family? If so, please state the names and ages of the surviving coparceners.	<u>Name of Surviving Coparceners</u>	<u>Relationship</u>	<u>Age</u>	<u>Marital Status</u>
10)	Details of person(s) claiming title to the securities viz. Applicant(s) on whose name(s) the securities are to be transmitted.	<u>Name of Applicants</u>	<u>Relationship</u>	<u>Age</u>	<u>Marital Status</u>

11)	<p>Are any heirs being excluded? If so why/ Have each of them given No Objection Statement in Annexure 'N'?</p>	
12)	<p>Any other information which the applicant(s) wants to give in support of his/her/their claim to the security/ies in the Company standing in the name of the deceased holder.</p>	
<p>Address of Applicants: ----- ----- ----- ----- -----</p>		<p>----- ----- ----- Signature of applicant(s)</p>

“N”

NO OBJECTION STATEMENT

Statement to be made by heir whose name is excluded in transmission of securities standing in the sole name of the deceased holder.

WHEREAS

1) I _____
Residing at _____

late _____
the deceased registered holder in the (Name of the Company) _____
of _____ Shares/Debentures/Bonds bearing
distinctive no(s) _____

2) It has been stated to the Company that the aforesaid security/ies be transmitted from the name of
the deceased to only the name (s) of applicant(s) viz.

I the aforesaid, state that I do not desire to make a claim of title in respect of said security/ies held
in the name of the said deceased and I do not have any objection to the Company transmitting
the said security/ies in the name(s) of the above mentioned applicant(s) only.

Dated the _____ day of _____ 20_____

Signed in the presence of

(Bank Manager / Employer) Signature of Renouncee

Full Name and Address of Bank Manager / Employee

_____ PIN _____

“S”

SURETY FORM

(Form to be signed by Surety proposed for Indemnity Agreement)

Private & Confidential

NAME OF SURETY : _____
 (in full)
 PERMANENT RESIDENTIAL _____
 ADDRESS _____
 _____ PIN _____
 AGE: _____ years Permanent Income Tax No. _____

A person cannot stand as Surety for Spouse/family member. Furnish documentary evidence

[Fill in any one or more of the following boxes, whichever is applicable]

A **Details of employment**

- 1) Name of employer : _____
- 2) Place of employment: _____

- 3) Annual Salary : _____
- 4) Other emoluments : _____

AND / OR

B **Details of Immovable property owned**

(Absolutely in own name and not as a member of a joint & undivided Hindu family, Specify whether consisting of a house or mere lands)

- 1) Within Municipal limits : _____
- 2) Situation : _____

- 3) Value: _____
- 4) Annual rent realized : _____

AND / OR

C **Details of Business owned**

(Absolutely in own name and not as partner)

- 1) Nature of business and location : _____
- 2) Annual Turnover _____
- 3) Annual Profit: _____

Date: _____ 20 _____

Signature of Surety

Witnessed by:

Full name and Address of Bank Manager / Employer

_____ PIN _____

(Bank Manager /Employer)