

Instruction For Duplicate cum Transmission Share Certificate

Process for Duplicate cum Transmission Share Certificate

Duplicate :

1. True copy of FIR or acknowledgement of police complaint with rubber seal of the police station (to be furnished in English for out of Maharashtra shareholders) Certificate details to be mentioned like Name of the company, Certificate number, Distinctive number and Folio number.
2. Combined document for transmission-cum-issue of duplicate share certificate viz... Indemnity Bond & Affidavit executed and notarized on stamp papers of Rs. 500/- and Rs. 100/- respectively with photograph of applicant, the draft of which is enclosed. (Witness should be other than family member).
3. An advertisement to be published in a National daily (English Newspaper) as per the attached format. The full sheet of the particular page in which the advertisement is printed also be attached. (If the market value of shares is more than Rs. 10,000/-)

Transmission :

A) IF Market Value of Securities up to Rs 2,00,000/- as on date of application.

1. Form for transmission of shares,duly filled and signed.(Format Enclosed)
2. Photocopy of the death certificate (Attested / Notarized Translated in English/ Hindi in case of vernacular language)
3. Seperate No objection Certificate (NOC) from all legal heir who do not object to such transmission (or) copy of family settlement deed duly Notarized or attested by a Gazetted officer and executed by all the legal heir of the deceased holder.
4. Self-attested copy of pan card and Aadhar Card for above renounce/s
5. Enclosed questionnaires duly filled in and signed by legal heir/representatives.
6. Notarised copy of ration card OR Legal heirship Certificate from Tahasildar office.
7. Signature Attestation by Bank on the Bank's Letter head and Cancelled cheque from the same bank name of the claimant must be printed on the cheque leaf.
8. Self-attested copy of Telephone Bill/ Electricity bill (not older than 3 months) and Voter Id

9. Income proof of both the Surety be self-attested along with PAN and aadhar(Income of the surety must be equivalent or more than the market value of the shares claiming)
10. Self-attested Pan Card copy of both the witness

B) IF Market Value of Securities more than Rs 2,00,000/-as on date of application

1. Form for transmission of shares, duly filled and signed.(Format Enclosed)
2. Succession Certificate or Probate of will or Letter of administration OR Court decree
3. Self-attested copy of pan card and Aadhar card/Voter ID
4. Self-attested copy of Telephone Bill/ Electricity bill /Gas Bill (not older than 3 month) and Voter Id
5. Photocopy of the death certificate (Attested / Notarized & Translated in English/ Hindi in case of vernacular language)
6. Affidavit made on appropriate non -judicial stamp paper of Rs 100/-duly notarized.(Format Enclosed)
7. Signature Attestation by Bank on the Bank's Letter head and Cancelled cheque from the same bank name of the claimant must be printed on the cheque leaf.
8. Income proof of both the Surety be self-attested along with PAN and aadhar(Income of the surety must be equivalent or more than the market value of the shares claiming)
9. Self-attested Pan card copy of both the witness

Shareholders need to follow the enclosed process for requesting for Duplicate cum Transmission share certificate