

(Please complete this application carefully after reading the notes appended below)

TRANSMISSION APPLICATION

To,
The Company Secretary,
(Name of the Company)
(Address of the Company)

Dear Sir,

I/We, **[(Name of the applicant(s)]**, residing at **[(Address of each applicant(s)]** am/are applying for transmission of the shares of **(Name of the Deceased Shareholder)**. Late Mr./Ms./Dr. **(Name of the Deceased Shareholder)** expired on **(Date of Expiry)** at **(Place of Death)**. The deceased was holding **(No. of Shares)** shares of the following description:

Folio No.	Certificate Nos.	Distinctive Nos.	Shares covered in each certificate

I/We am/are the **(Nominee(s) / Legal Heir(s) / Executor(s) / Administrators / Successors)** to the Estate of the Deceased. My/Our details are given herein below:

Sr. No.	Name & Address of the Legal Heir(s)	Age	Relation with the Deceased Shareholder(s)
1			
2			
3			

The Honorable Court has granted me/us Probate of the Will / Letters of Administration / Succession Certificate on the **(Date of the Order)**.

OR

In the absence of Probate of the Will / Letters of Administration / Succession Certificate, I/we are furnishing Indemnity Bond and Affidavit thereof for transmission of the captioned shares.

My/Our specimen signature(s) is/are as below:

[Signature of the Applicant(s)]

I/We hereby submit the following documents to support my/our claim for transmission of the shares held by the Deceased Shareholder(s):

1. Original Share Certificates for the entire holding.
2. Death certificate of the deceased in original / Duly attested copy of the Death Certificate of the deceased by Special Executive Magistrate (SEM) / Special Executive Officer (SEO) or Notary Public.
3. Court certified copy of the Probate of the Will / Court certified copy of the Letters of Administration / Court certified copy of the Succession Certificate.
4. Indemnity Bond on a Non Judicial Stamp Paper of Rs.200/- duly attested.

5. Affidavit on a Non Judicial Stamp Paper of Rs.100/- duly affirmed by SEM / SEO or Notary Public.
6. No Objection Certificate (NOC) from other legal heir(s) individually for transmitting the shares in my/our name.
7. Proof of my/our identification duly attested.
8. Attestation of my/our signature(s).
9. My/Our passport size photograph with my/our signature on the reverse.

I/We hereby request you to transmit the shares covered under the above Folio No(s). _____ standing in the name of the Deceased Shareholder in my/our name and enter my/our name(s) in the Register of Members of the Company.

	Name of the Applicant(s)	:	Signature of the Applicant(s)
1		:	
2		:	
3		:	

	Name and address of Witnesses	:	Signature of the Witnesses
1		:	
2		:	

Date:

NOTES:

1. Please fill up the details as applicable & submit the Application submitted on a Plain Paper.
2. Shares can be transmitted to the maximum of **THREE** legal heirs only.
3. If the Applicant(s) is/are illiterate, his/her/their thumb impression must be attested by a Magistrate or Notary Public under the seal of his office.
4. **The Applicants should fill this form in the order in which their names should appear in the certificate.**
5. NOC should be in Affidavit or Declaration form, duly affirmed by the SEM / SEO or Notary Public. **Each legal heir should give his/her N.O.C. individually.**
6. Proof of Identification and Signature attestation has to be provided for each applicant separately.
7. Copies of any two of the following, duly attested by SEM / SEO or Notary Public will be accepted as Proof of Identification viz. Ration Card, Election Card, PAN Card, Driving Licence, Passport, Electricity / Telephone Bill, etc.
8. Attestation of Signature(s) should be furnished in **ORIGINAL** with a letter from the Bank Manager of the bank where the applicant(s) have an account; identifying and verifying the signature(s) alongwith the applicant(s) account details.
9. Please do not furnish mere Photocopies of the documents requested.

10. Please annex all the documents required alongwith this application itself to avoid delay in transmission process.