

ANNEXURE

KINDLY ENSURE THE FOLLOWING INSTRUCTIONS WHILE EXECUTING FORMALITIES FOR TRANSMISSION, 3 FORMS (4 PAGES) 1. TRANSMISSION FORM 2. INDEMNITY BOND 3. AFFIDAVIT-PAGE-(1, 2)

1. Kindly execute and forward us Transmission Form, Indemnity Bond on Rs. 500/- and an affidavit on Rs. 100/- Non-Judicial Stamp Papers (NJSP) or get the documents franked for the amount or affix special adhesive stamps (SAS) duly filled and signed by legal heirs in Indemnity Bond and Affidavit.
2. In case the total market value of the shares is more than Rs. 2 lakhs (for each individual company), kindly forward us an attested copy of probate/succession certificate/letter of Administration (Mandatory)
3. The NJSP's / SAS should be purchased in the name of the transferee.
4. If special adhesive stamps are affixed, the same should be cancelled by the issuing authority under their official seal.
5. Execution dates on Indemnity Bond and Affidavit should be after the purchased date of NJSP/SAS
6. The Signatures of the all legal heirs are required on Indemnity Bond and Affidavit.
7. Names, addresses and signatures of the two sureties are required on the Letter of Indemnity.
8. Names, address, signatures and bank account no. with bank address of two sureties (should be same as the sureties who have signed on the Letter of Indemnity) are required on the Affidavit.
9. Legal heirs who are executing Indemnity should not sign as sureties.
10. Corrections made on the Indemnity and affidavit should be authenticated (signatures at the place of correction by the legal heirs).
11. The duly executed Indemnity Bond and affidavit should be attested by First Class Magistrate/Special Executive Magistrate/Notary public under their official seal.
12. In case of NRI, kindly forward us a plain Indemnity, Affidavit and Transmission forms, duly filled in all aspects, and attested by Consulate/Embassy/Competent Authority. Please also forward us a Demand Draft for Rs. 580/- drawn in favour of KFin Technologies Private Limited, payable at Hyderabad, Telangana towards the cost of NJSP's.
13. If any legal heir is NRI (kindly provide POA copy).
14. If shares are to be transmitted in favour of a particular legal heir, then balance legal heirs, if any are requested to forward Notarized "NO-OBJECTION" letter.
15. Duly attested copy of Death certificate.
16. Duly attested copy of Legal heir certificate.
17. Duly attested copy of will.
18. With Original Share Certificate(s).
19. Pan card copy of the Transferee is mandatory as per SEBI guidelines

Note: Self attested copies cannot be accepted.

On receipt of the above documents in order, we wish you to do the needful within week(s) time.

If you require any further clarifications, please write us to "KFin Technologies Private Limited, Selenium Building, Tower - B, Plot No. 31 & 32, Financial District, Nanakramguda, Hyderabad, Telangana - 500 032 " or send email to rinfra@kfintech.com

Phone: 040- 6716 1500

Fax: 040-6716 1791

TRANSMISSION FORM

To,
NAME OF THE COMPANY
ADDRESS

Date _____

Dear Sirs,

Re.: TRANSMISSION OF SHARES

I/We undersigned the Executor(s) of the will Administrator(s) of the Estate/Successor(s) to the Estate/Legal heir of Mr./Mrs./Miss _____(deceased) of which Probate/letters of Administration /Succession Certificates was duly granted to me/us on the _____day of _____ hereby request you to register me/us as Member(s) of the company in respect of _____ Shares in your Company, now standing in the name of the said deceased in the Register of Members of your Company. I/We, hereby agree and bind myself/ourselves to hold the said Shares subject to the provisions of the Memorandum & Articles of Association of your Company.

I/We given hereunder such other particulars/information as would be required by you for your records.

FULL NAME	Occupation	Father's Husband's Name
1.		
2.		
3.		
4.		
ADDRESS OF THE 1 ST HOLDER	Your's faithfully	
	1.	
	2.	
	3.	
	4.	

Master Folio	No. of Shares	Distinctive Number From To	Certificate No.	B - F

Document Registration
 No. _____ Date _____

Specimen Signature (s):

Internal
 Transfer No. _____

1. _____

2. _____

Date _____

3. _____

Email id.:

Mobile No.

4. _____

LETTER OF INDEMNITY

(To be executed on Rs. 500/- NJSP/ Franked for Rs. 500/-)

To,
The Director,
NAME OF THE COMPANY
ADDRESS

Dear Sir,

Reg: Registered Share holder holding _____
Equity Share Certificate No. _____ and bearing
Distinctive Nos. From _____ To _____

We regret to inform you that Mr. /Mrs. _____
(DECEASED PERSON'S NAME) who was a registered Share holder holding _____ Equity
Shares of the company bearing Distinctive Nos. _____ To _____
_____ under Share Certificate No. _____
in his/her Name (jointly/single) died intestate without leaving a will on the _____ day of _____ 20_____.

We further inform you that he/she left behind him/her as his/her only surviving heirs and next kin of the following persons according to the law of intestate Succession applicable to him/her by which he/she was governed at the time of his/her death.

- (a)
- (b)
- (c)

We have to state that the said Shares bearing Distinctive Nos. From _____ To _____ were registered in the name of _____ (DECEASED PERSON'S NAME) We have, therefore, approached you with a request to transfer the aforesaid shares as mentioned above in the name of the Undersigned Mr./Mrs. Messers. _____ (TRANSFEREE(S) NAME) On my/our behalf without insisting on production of legal representations and you have kindly agreed to do so on my/our executing an indemnity as herein contained and on relying on the information herein given by us believing the same to be true.

In consideration therefore of your having at our request agreed to transfer Shares to the name of the undersigned _____ (TRANSFEREE(S) NAME) ,we the undersigned _____ (SURETY-1 NAME) and _____ (SURETY -2 NAME).
Hereby jointly and severally agree and undertake to indemnify and keep indemnified, saved, defended harmless you and your Successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages etc, Whatsoever which you may suffer and or incur by reason of your, at our request, transferring the said shares as herein above mentioned to the undersigned _____ (TRANSFEREE(S) NAME) without insisting on production of legal representations.

Your faithfully
Legal heirs

- SURITIES: 1)
(Name, Address & Signature) 2)
1) 3)
4)
2) 5)

Note: THIS INDEMNITY IS TO BE EXECUTED ON NON JUDICAL STAMP PAPER OF RS. 500/- BEFORE NOTARY PUBLIC/MAGISTRATE/OATH OFFICER.

AFFIDAVIT

(To be executed on Rs. 100/- NJSP/ Franked for Rs. 100/-)

To,

The Director,
NAME OF THE COMPANY
ADDRESS

Address of the Deceased
Share holder

Date:

REG : (Full name of the deceased)

Dear Sir,

I/We regret to inform you that Mr./Mrs. _____
(DECEASED HOLDER'S NAME) who was a registered Share holder in your Company holding _____
Equity Shares bearing Distinctive Nos. (From) _____ To _____
Under Share Certificate No. _____ died without leaving a will (intestate) / leaving his last
will and testament dated _____, where of I/We am/are the only legal heirs/executors at
_____ on _____ Leaving behind the within mentioned person(s) as the
only surviving legal heirs according to the Law of intestate by which he/she was governed at the time of his/her death.

I/We beg to give here below the information required by you and shall thank you to transfer the said Shares
bearing Distinctive Nos. (From) _____ To _____
Under Share Certificate No. _____ in favour of _____
_____ (TRANSFEREE(S) NAME) and on my/our behalf, without insisting on production
of legal representation to the estate of the deceased Share holder:

1. Full Name of the Deceased Share holder & Address:

2. Shares held singly/jointly :

3. No of Shares bearing Distinctive Nos. :
From: _____ To: _____

Share Certificate No.:

4. Face Value of the Shares & Present Market Value :

5. In whose custody Share Certificate(s) are? :
And reason for the same.

6. (a) Had the Deceased Share holder left any will? :

(b) Has the Estate duly & discharge certificate been
Obtained.

(c) Has any Probate/Letter of Administration /
Succession Certificate to the Estate of the
Deceased has been obtained.

(d) Legal heirs / Executors / Administrators /
Successors to the Estate of the Deceased.

	Name	Occupation
i)	_____	_____
ii)	_____	_____
iii)	_____	_____
iv)	_____	_____
v)	_____	_____

- 7. Documents enclosed for registration and return:
(Please furnish originals along with one copy)
(a) Municipal Death Certificate.
(b) Estate duly dispatch certificate.

8. Date and place of Death. :

9. Full details of surviving legal heirs.
Husband/wife/children/parents/brothers/sisters (if Hindu Joint Family, the names and address of the karta and Dopers with their respective ages).

Full Name / Address	Relationship with deceased	Age
(i)		
(ii)		
(iii)		
(iv)		
(v)		

10. Name(s) of the guardian of the Minor children of the Share holder.

- (a) Whether Natural Guardian.
- (b) Whether Guardian appointed under the Guardians and Ward Act. If so attach a certified true copy or duly attested copy of such order.
- (c) In whose custody the minor is/minors are?

11. The following persons have agreed to sign the indemnity bond as sureties jointly and severally with all the surviving legal heirs of the Deceased Share holder.

- 1st Surety:
- (i) Name & Signature :
 - (ii) Address :
 - (iii) Occupation :

Bank A/c No. :
Bankers Name & Address :

- 2nd Surety:
- (i) Name & Signature :
 - (ii) Address :
 - (iii) Occupation :

Bank A/c No. :
Bankers Name & Address :

I/We hereby solemnly affirm that the above statements are true, that none of them of any part of them is false and that nothing has been concealed therein and that I am/we are the only executors and benefits under the said Shares/

Yours faithfully,

- 1)
- 2)
- 3)
- 4)

Executed this ___ day of _____ Month, 20____. .

Note: THIS AFFIDAVIT TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 100/- BEFORE NOTARY PUBLIC / OATH OFFICER / MAGISTRATE.