

**FORMAT OF ISSUE OF DUPLICATE SHARE CERTIFICATE CUM TRANSMISSION
APPLICATION**

(Please fill this application carefully after reading the notes mentioned below the application so that rejection of the application can be avoided)

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

Photograph of legal heirs

Dear Sir,

I/We, (name of the applicant), an Indian Inhabitant / NRI presently residing at (address of each applicant) am/are applying for issue of duplicate share certificate cum transmission of the shares held in the name of (name of the deceased). The name of the deceased expired on (date of expiry) at (place of death). The deceased was holding ___ equity shares of the following description.

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

The share certificate(s) No(s)._____ in respect of the above shares has/have been lost or misplaced and is/are not traceable.

I/We am/are the (Nominee / Legal heir(s) / Successors / Executor(s) of the Will OR Administrators of the Estate of the deceased. The following are particular of Applicant(s) :

Sr. No.	Name and Address of the legal Heir/s	Age	Relation with deceased
1.			
2.			
3.			

*The Hon'ble 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 issue of duplicate share certificate cum transmission of shares.

Note :- * is not applicable to nominee

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 shares held by the deceased:

1. Indemnity Bond, Surety Form, Affidavit for transmission of shares along with issue of duplicate share certificates.
2. Death certificate of the deceased in original / Attested.
3. Duly attested / Notarised photocopy of Court certified copy of the Probate of the Will / Succession Certificate
4. Indemnity Bond duly attested on Non-Judicial Stamp Paper (NJS) of Rs.200/- duly affirmed by Notary Public
5. Affidavit on NJS of Rs.100/- duly affirmed by Notary Public
6. No Objection Certificate from each legal heirs. On Non Judicial Stamp Paper (NJS) of Rs.100/- duly affirmed by Notary Public
7. Proof of my/our identification and address.

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

Date :	Signature of the Applicant(s)
	1.
	2.
	3.

Name and address of the witness	Signature of the witness
1.	1.
2.	2.

NOTES:

1. The Application should be typed.
2. Shares can be transmitted to the maximum of three legal heirs only.
3. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
4. If the applicant is/are illiterate, his/her/their thumb impression must be attested by a Magistrate or Notary Public under the seal of his office.
5. The Applicants should fill this form in the order in which their names should appear in the certificate.
6. The Death Certificate of the deceased shareholder, if not annexed in original should be duly attested either by S.E.O. or any Gazetted Officer
7. N.O.C. should be in affidavit or declaration form duly affirmed by the Notary Public. N.O.C. should be given by each legal heir individually.
8. Proof of identification and Signature attestation has to be provided for each applicant separately.
9. Applicant is required to provide PAN card & proof of address such as Aadhar card, Passport, Utility bills like Telephone Bill, Electricity bill & Gas Bill not more than 3 months old duly attested by S.E.O or Notary Public.
10. Please furnish us with a letter from the Bank Manager of the bank where you have an account, identifying you and verifying your signature alongwith your account details for signature attestation.
11. Please do not furnish mere photo copies of the documents requested.
12. Please annex all the documents as required along with application to avoid delay in transmission process.