

PROCEDURE FOR TRANSMISSION OF SHARES

Transmission of shares up to 2 lakhs

1. Copy of succession certificate/letter of administration/Probate of will duly attested by Notary/ Gazetted Officer. **(OR)**
 - a. Indemnity Bond and Affidavit Duly Filled, Signed & Notarised (Pro forma Enclosed).
 - b. Copy of Legal Heir certificate Duly Attested by Notary/Gazetted Officer.
 - c. Surety form to be executed by the same person who will sign on the indemnity bond as surety (format enclosed).
 - d. Supporting documents of surety towards proof of his / her income like salary certificate/pay slip **or** copy of Latest Assessment Order passed by Income Tax authorities **or** Proposed valuation Report issued by Revenue Authorities /Municipal Authorities Secretary of Gram Panchayat and towards proof of identity i.e., attested copy of PAN Card/Passport/ Driving License / Voter ID. Etc...
2. Transmission Form to be submitted duly filled in and specimen signature to be attested by a Nationalized Bank Manager with Office Seal.
3. Attested copy of PAN Card of Claimant. It is mandatory as per SEBI Norms vide Circular No. MRD /Dop/Cir- 05/2007.
4. Copy of death certificate of deceased holder duly attested by the Notary/Gazetted officer.
5. Copy of Proof of residence of Claimant viz., Electricity bill/Water bill/Telephone bill.
6. No objection letter from other legal heirs on Rs.50/-stamp paper (pro forma enclosed.) if applicable, along with their ID Proofs i.e., attested copy of PAN Card/Passport/Driving License.
7. All attested copies should bear the name, designation, address & signature of attesting authority clearly.
8. Request letter duly signed by Claimant.
9. Original share certificate.

Transmission of shares for above 2 lakhs

1. Copy of succession certificate/letter of administration /probate of will duly attested by Notary/Gazetted Officer.
2. Transmission form to be submitted duly filled in and specimen signature to be attested by a Nationalized Bank Manager with Office Seal.
3. Copy of death certificate(s) of deceased shareholder(s) duly attested by Notary/Gazetted Officer.
4. Attested copy of PAN Card of claimant (s). It is mandatory as per SEBI Norms vide Circular No. MRD/Dop/Cir-05/2007.
5. Attested copy of proof of residence of claimant(s) viz., Electricity Bill/Telephone Bill/Water Bill(not more than 3 months older).
6. All attested copies should bear the name, designation, address & signature of attesting authority clearly.
7. Request letter duly signed by Claimant (s).
8. Claimant's specimen signature duly attested by their Bank Manager on Banks letter head mentioning the bank manager's name, address, code no. and telephone numbers. This certificate should also show your account number and date of your account opened with the attesting authority as proforma enclosed.
9. Surrender all the original share certificates of Rs.10/- face value of above folio numbers, which are in your possession.

1. [TO BE EXECUTED ON RS. 100/- NON-JUDICIAL STAMP PAPER]

INDEMNITY BOND FOR TRANSMISSION

_____ equity shares having distinctive numbers from _____ to _____ of the face value of Rs.10/-/Rs.5/-/Rs.2/-/Rs.1/- stand registered in the name of Late _____ in the books of _____ who died on _____ leaving behind him the following.

	NAME	AGE	RELATION
1.			
2.			
3.			

The above mentioned shares the separate and self-acquired property of the deceased. Under the Hindu Succession Act, 1956, the persons mentioned above his/her only heirs are entitled to inherit the aforesaid shares.

I therefore, request the company to transmit these aforesaid shares /debentures stand registered in the name of the Late _____, in my name and also to pay me dividend payable by the company without production of succession certificate or letters of Administration or Probate.

In consideration of the above having agreed to comply with my request on my executing a bond in favour of the company, I, the applicant, hereunder for myself, my heirs, executors, administrators and assigns to hereby jointly and severally covenant with the company, its successors and assigns that we and each of our heirs, executors, administrators and assigns will, on the company transferring the said shares / debentures into my name and paying to me the dividends already due, at all times save, defend and keep indemnified the company its successors and assigns, its estate and effects, and the Directors, Manager, Company Secretary and Shareholders of the company, their heirs, executors and assigns from and against all actions, causes of actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares / debentures of the dividends of any part thereof, or otherwise in connection with the same and from and against all claims, damages, costs, charges, expenses and losses arising in any manner howsoever.

In witness whereof I, the applicant herein have signed and set my hand on _____ .

WITNESSES:

1.

2.

Place :

(Signature of Claimant(s))

Date :

Address:

We, the undersigned, certify that the above facts are true and bind ourselves as sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the said company may sustain, incur or become liable for in consequence of claims, charges, costs, damages, demands, expenses and losses from our persons or our properties, as the case may be.

WITNESSES:

1.

2.

Place :

(Signature of Surety)

Date :

Name and Address.

[TO BE EXECUTED ON RS. 50/- NON-JUDICIAL]
STAMP PAPER DULY NOTARISED]

AFFIDAVIT

I WE _____ R/O OF _____

AS UNDER:

1) THAT _____ Bank/Company SHARES HAVING DISTINCTIVE NO. FROM _____ TO _____ OF THE FACE VALUE RS. _____ EACH ARE STANDING REGISTERED IN THE NAME OF LATE _____.

IN THE BOOKS OF THE _____

- 2) THAT _____ DIED ON _____
- 3) THAT _____ LEFT BEHIND THE FOLLOWING HEIRS.

S.L. NO.	NAME	RELATION TO DECEASED	AGE
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- 1)
- 2)
- 3)

4) THAT THE ABOVE MENTIONED SHARES WERE THE SEPERATE AND SELF ACQUIRED PROPERTY OF THE DECEASED.

5) THAT UNDER THE HINDU SUCCESSION ACT 1956, THE PERSONS MENTIONED IN PARAGRAPH 3 ARE ENTITLED TO INHERIT THE AFORESAID SHARES JOINTLY.

6) THAT THE DECEASED _____ LEFT NO OTHER HEIR THAN THOSE MENTIONED IN PARAGRAPH 3 OF THIS AFFIDAVIT AND THAT THE PERSONS MENTIONED IN THE SAID PARAGRAPH 3 ARE HIS ONLY HEIRS.

7) THAT WE THEREFORE REQUEST THE COMPANY TO TRANSMIT THE AFORESAID EQUITY SHARES STANDING REGISTER IN THE NAME(S) OF _____ AND TO TRANSFER IN FAVOUR OF _____, FOR WHICH DEPONENTS OR LEGAL HEIR HOLDERS OF S.L. NO'S . _____ MENTIONED AT PARAGRAPH 3 HAVE NO OBJECTION AND WITHOUT PRODUCTION OF SUCCESSION CERTIFICATE OR LETTER OF ADMINISTRATION OR PROBATE OF WILL.

SIGNATURE OF DEPONENTS (1)

SIGNATURE OF DEPONENTS (2)

SIGNATURE OF DEPONENTS (3)

VERIFICATION

WE THE ABOVE NAMED PERSONS VERIFY THAT THE STATEMENTS CONTAINED IN THE ABOVE PARAGRAPHS ARE TRUE TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT MATERIAL HAS BEEN CONCEALED.

SIGNATURE OF DEPONENTS (1)

SIGNATURE OF DEPONENTS (2)

SIGNATURE OF DEPONENTS (3)

PLACE :

DATE :

MIRZA INTERNATIONAL LIMITED

PRIVATE & CONFIDENTIAL

FORM TO BE SIGNED BY THE SURETY PROPOSED FOR THE INDEMNITY AGREEMENT

1.	NAME IN FULL	
2.	PERMANENT RESIDENTIAL ADDRESS	
3.	AGE	
4.	PLACE OF EMPLOYMENT, NAME & ADDRESS OF THE EMPLOYER AND THE SALARY AND OTHER EMOLUMENTS TO BE SHOWN SEPARATELY	
5.	DETAILS OF IMMOVABLE PROPERTY OWNED WITHIN MUNICIPAL LIMITS (A) SITUATION : (B) VALUE : (C) ANNUAL RENT REALIZED : (PLEASE SPECIFY WHETHER THE IMMOVABLE PROPERTY CONSISTS OF HOUSES OR MORE LANDS)	
6.	(A) FULL NAME & ADDRESS OF THE FIRM WHERE BUSINESS IS CARRIED ON : (B) NATURE AND VALUE OF THE BUSINESS : (C) ANNUAL TURNOVER : (D) ANNUAL PROFITS :	

(SIGNATURE OF THE SURETY)

N.B. : PLEASE NOTE THAT SURETY AND OWN PROPERTY ABSOLUTELY IN HIS OWN NAME AND NOT AS A MEMBER OF A JOINT END UNDIVIDED HINDU FAMILY OR OWN BUSINESS ABSOLUTELY IN HIS OWN NAME AND NOT AS A PARTNER.

TRANSMISSION FORM

1. Name of the deceased shareholder (as endorsed on the certificate)

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2. Folio No.

3. Shares

4. Particulars of Share certificate(s): (if space is insufficient, please attach a separate sheet)

Certificate Nos.	Distinctive Nos.	No. of Shares

5. Particulars of applicant(s) in whose name(s), transfer is to be effected.

Name(s)Name (s)	Father's/Husband's Name	Occupation

(6) Address

	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align:center;">PIN</td> <td style="width:5%;"> </td> </tr> </table>	PIN								
PIN										

(7) ECS Code (the nine Digit Number appearing in your Cheque Leaf bottom line)

(For verification purpose please provide us a copy of your Cheque Leaf)

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(8) Bank Mandate Details

Bank Name	
Branch Name & Address	
Account Type	
Account Number	

(9) Specimen signature(s) of the applicant(s)

Names(s)

Signature(s)

1. _____
2. _____

Attestation : I hereby attest the above signature(s)
(To be attested by a Nationalized Bank Manager with Office Seal)

Signature _____

Name _____

Address _____

**To Be Executed On A Non Judicial Stamp Paper Of Rs. 50/- Before A Notary
Public/Magistrate.**

AFFIDAVIT OF RENOUNCIATION / NO OBJECTION LETTER

I _____ son/daughter
of _____ aged about _____ years, residing at _____
_____ do hereby solemnly affirm
and state as follows.

1. That Late _____ (hereinafter referred to as deceased) was sole holder of _____ shares of _____ (hereinafter referred to as the Company) of the face value of Rs.10/- each as detailed below:

<u>Folio</u>	<u>Shares</u>	<u>Distinctive Nos.</u>	<u>Certificate Nos.</u>
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2. That the deceased died on _____ leaving behind us the only persons entitled to the aforesaid shares.
3. That I/We _____ (name(s) of the renounce(s) am/are desirous of renouncing and do hereby renounce all my/our rights/title and interest on the aforesaid shares of the deceased in favour of _____ with an intent that he/she/they may become absolute owner(s) of the aforesaid shares.
4. That I/We has/have no objection whatsoever to the Company transmitting the aforesaid shares in favour of the deceased remaining successor(s) named in the preceding paragraph and in consideration of the Company agreeing to transmit the aforesaid shares including benefits thereon on the manner aforesaid, I/We indemnify the Company and its successors and assigns from and against all actions suits/proceedings/losses/damages/costs and charges which the Company may incur, sustain and suffer in consequence of or by reason of the Company transmitting the aforesaid shares in favour of the aforesaid remaining successor(s).
5. That I/We verify and confirm that what has been stated in the preceding paragraphs are true to my/our knowledge and belief.

IN WITNESS WHEREOF I/we have set our hand here unto the _____ day of _____ 200__.

Deponent(s)

Before Me.

(Notary/Magistrate)