

**INSTRUCTIONS FOR EXECUTING THE DOCUMENTS FOR TRANSMISSION OF SECURITIES,
WITHOUT LEGAL REPRESENTATION**

Read carefully the instructions before filling in the enclosures

Enclosed are the following forms / formats, which are to be executed by the claimant(s), as per the instruction given hereunder.

1. Title Claim Form (Annexure T)
2. Affidavit (Annexure A)
3. Indemnity (Annexure I)
4. No Objection Statement (Annexure N)

INSTRUCTIONS

General Instructions :

1. If the value of the securities is more than Rs.2,00,000/-, as on the date of the execution of the form, as per the guidelines of SEBI, vide their circular no. CIR/MIRSD/10/2013 dated 28th Oct 2013, you are requested to obtain the Succession certificate / Letter of Administration/Probate of the will/ Court decree/order issued by competent court.
2. In case the name of the deceased investor on the death certificate differs from the name on the share certificate, an appropriate Affidavit, on a non – judicial stamp paper of Rs.100/- to be executed in confirmation that they are one and the same person.
3. Share certificate, in original should be submitted along with the executed documents.
4. Death certificate of the deceased holder, either as original or an attested copy of the same, to be submitted along with the documents.
5. In case the deceased holder has left a will, same can be submitted with other documents, as a supporting document.
6. Notarisation & attestation of any of the applicable documents should be with the seal / stamp of the concerned official along with his / her name, designation, official number and address.

Title Claim Form (Annexure T)

- i. Please read the form carefully, before filling up the same.
- ii. If the deceased has left a will, please enclose a copy of the same, duly attested.
- iii. Wherever the reply needs to be Yes (Y) OR No (N), kindly cancel the one which is not relevant.
- iv. Any correction in the form, should be authenticated by the claimant & the Notary.
- v. Wherever the question requires a precise Yes / No, please indicate the same and do not leave the column blank.

Affidavit (Annexure A)

- i. Affidavit is to be executed , as per the format only.
- ii. Affidavit is to be executed on a non judicial stamp paper of Rs.100/- Alternatively you may affix the Special Adhesive stamp of Rs.100/-, on the format itself (at the reverse of the 'T' form)and execute the Affidavit.
- iii. Affidavit is to be Notarised by a Magistrate / Notary, with his / her full name, address, Regn. No., along with official seal.
- iv. Execution of Affidavit, as per the format, shall not restrict the Bank / Company's right to refuse the application altogether or to insist on a Legal Representation via Succession Certificate / Probate of will / Letter of Administration/etc. before transmitting the securities.

Indemnity (Annexure I)

- i. Indemnity is to be executed , as per the format only.
- ii. Indemnity is to be executed on a non judicial stamp paper of Rs.500/- Alternatively you may affix the Special Adhesive stamp of Rs.500/-, on the format itself and execute the Indemnity.
- iii. Each and every page of the Indemnity is to be signed by the Claimant(s) and the surety.
- iv. In case the claimant signs in the vernacular language / does not understand English, the Notary has to give an undertaking that he has read the contents of the Indemnity & in the language known to the claimant and he / she has understood the contents.
- v. Any correction, made in the Indemnity, is to be authenticated by the applicant, Surety and the Notary, by signing against such corrections.

- vi. Indemnity is to be Notarised by a Magistrate / Notary, with his / her full name, address, Regn. No., along with official seal.

No Objection Statement - NOS(Annexure N)

- i. 'No objection statement' is to be made by legal heir(s) whose name(s) is / are excluded in transmission of securities which are currently standing in the sole name of deceased holder.
- ii. The statement is to be executed, separately, by each renouncee.
- iii. Photocopy of the Format can be used for multiple renounces.
- iv. Quoting the distinctive numbers of the securities, on the No objection statement, is a compulsory requirement.
- v. In case of a minor claimant, the natural guardian of such minor can execute the NOS.
- vi. Signature of the renouncee, needs to be attested by the bank official of the renouncee, quoting the account no. of the renouncee, along with the full name & address of the Bank branch, name & official number of the attesting authority, and the seal of the bank branch.

Name and specimen signature of the Applicants. (Specimen signature is required in duplicate)

Sr. no.	Name of the Applicants	Signature	Specimen Signature.
01			
02			
03			

TITLE CLAIM FORM

Annexure T

Unit / Company name :

1.	Full Name of the deceased holder.				
2.	Date of death of the deceased, according to English Calender. (Attach the Death Certificate in support)	Day	Month	Year	
3.	i) Number of securities, of the Bank / Company, held by the deceased share holder				
	ii) Name of the person, in whose possession are the Certificates at present				
	iii) Number of Securities held in sole Name of the deceased in other companies.				
4.	Particulars of property (movable and Immovable) of the deceased other than that Shown in column 3 above (if any, briefly state as to its disposal)				
5.	Has the deceased left a will or any other Testamentary instrument disposing of his property? (if so attach an attested copy of the same)				
6.	Whether legal representation (succession certificate / letters of administration / probate) is obtained / proposed to be obtained by the applicants / legal heirs of the deceased, in respect of the property described in column No. 3 & 4.	Y / N. If 'Y', please specify the name of the document			
7.	Provide the names of the survivors of the deceased with their relationship to the deceased.	Name	Relationship	Age	Marital Status
8.	By what law is the estate of the deceased governed? (please state which School of law is applicable)				
9.	Who are the heirs of the deceased according to the law by which succession to his estate is governed?	Name	Relationship	Age	Marital Status
11.	Details of person(s) claiming title to the securities viz. Applicant(s) on whose name(s) the securities are to be Transmitted.	Name of Applicants	PAN	Age	Occupation
12.	Names of the legal heirs who are excluded if so why? Have each of them given No objection Statement in Annexure 'N'?	Names of the excluded heirs		No Objection Statement (Y/N)	
13.	Is there any dispute (amongst the legal heirs or with third parties) in respect of the title or ownership of the securities mentioned in column No.3 and other properties (estate) of the deceased				
14.	Any other information which the applicant(s) wants to give in support of his/her/their claim to the security/ies in the Bank standing in the name of the Deceased holder.				
Address of 1 st Applicant:.		Signature(s) of applicant(s)			
		1.			
		2.			
		3.			
Date :					

AFFIDAVIT

"A"

Before
Signing
Affix
Rs. 100/-
Special
Adhesive
Stamp Here

I/ WE _____
[Full name(s) of applicant(s)]

Solemnly affirm and say that what is stated in answer to the questions on the form of the reverse and marked 'Annexure T' is true to my/our knowledge.

Date: _____

Signatures of the Applicant(s)

1. _____
2. _____
3. _____

Solemnly affirmed at _____ on the _____ day of _____ 20 _____

Full Name and
Address of Magistrate
/Notary _____

Signed in the presence of

Regd. No. Of Notary _____

(Signature of Magistrate/Notary)

Use space below to affix:

Notarial / Court Fee Stamps	Official Seal of Magistrate / Notary

INDEMNITY

Annexure I

Before
Signing
Affix
Rs. 500/-
Special
Adhesive
Stamp
Here

TO ALL TO WHOM THESE PRESENTS shall come I / We

[Full name(s) of applicant(s)]

Send Greetings.

WHEREAS _____
(name of the deceased)

(herein after referred as ' registered holder') was at the date of his / her death was holding _____

no. of shares bearing distinctive numbers _____ to _____ of
the

nominal face value of Rs. _____ per share in a Joint – stock Company incorporated and registered
under the Companies Act 1956 (Herein after called the Bank / Company) and WHEREAS the said
registered holder, _____
(name of the deceased holder)

departed this life on _____ (dd/mm/yyyy), intestate and without leaving
any debts and leaving him survivor(s) viz.: _____

Respectively AND WHEREAS of the said, _____
(name (s) of the applicants)

has applied to the Company / Bank to transfer the said Securities, which still stand in the name of the said
_____ (name of the deceased holder)
into the name(s) of the said _____
(name (s) of the applicants)

And to pay him / her /them the dividends thereon which the Bank / Company has agreed to do
upon the said _____
(name (s) of the applicants)

As Principals and the said 1. _____ having
address as _____
(Name of the Surety)

As surety executing unto the Bank / Company such Indemnity as hereinafter contained.

NOW KNOW YE AND THESE PRESENTS WITNESS that they, the said _____
(name (s) of the applicants)

And _____ as surety for themselves their heirs, executors,
(Name of the Surety)

:2:

administrators assigns, do hereby covenant with the Bank / Company, its successors and assigns that they, the said covenanting parties, jointly and severally, and their heirs, executors, administrators and assigns will on the Bank / Company transferring all the said securities into the name of the said _____

(names of the applicants)

And paying him / her / them the dividends already due and grow due thereon, at all times, save, defend, keep harmless and Indemnified the said Bank / Company, its successors and assigns and its and their estates and effects and the directors, Agents, Secretary and shareholders of the said Bank / Company, their heirs, executors, administrators and assigns and their each of their estates and effects from and against all actions, causes of actions, suits, proceedings, accounts, claims and demands whatsoever at Law or in Equity or otherwise however for or on account of the said shares or dividends thereof or any part thereof or otherwise in connection with the said shares on the part of any person of persons whomsoever and from and against all damages, costs, charges and expenses, in respect thereof or otherwise however in relation to the premises.

IN WITNESS THEREOF THE said _____

(names of the applicants)

and _____ have here unto set their

(name of the Surety)

respective hands and seals this _____ day of _____ 20_____ signed,

sealed and delivered by the said applicant(s)

Signature of Applicant(s)

In the presence of

1

Signature :

2

Full Name :

3

Address of Magistrate / Notary:

Signature of Surety :

Name of the Surety

Address of the Surety :

Regd. No. of Notary _____

Use space below to Affix :

Notary / Court fee stamps	Official seal of Magistrate / Notary

NO OBJECTION STATEMENT

Annexure "N"

Please note : Statement to be made by heir whose name is excluded in Transmission of securities standing in the sole name of deceased holder

WHEREAS,

I _____
(Name of the Renouncee)

Residing at _____

_____, am the

heir of Late _____
(Name of the deceased holder)

the deceased registered holder, in the _____
(Name of Bank / Company)

_____ of _____
(No. of Shares)

Shares/Bonds bearing Distinctive No.(s) _____ to

It has been stated to the Bank / Company that the aforesaid security/ies be transmitted from the name of the deceased to only the name(s) of applicant(S) viz.:

I, the aforesaid state that I do not desire to make a claim of title in respect of the above mentioned security / ies held in name of the said deceased and I do not have any objection to the Bank/ Company transmitting these Security/ies, in the name(s) of the above mentioned applicant(s) only.

Dated the _____ day of _____ 20

Signed in the presence of

Bank Manager/Notary

Signature of Renouncee

Full Name and Address of Bank Manager/ Notary

_____ PIN _____