**Transmission of securities held in physical form**

SEBI has simplified the procedure and have standardized the formats of Transmission of shares vide its circular no. SEBI/HO/MIRSD/MIRDS\_RTAMB/P/CIR/2022/65 dated 18-05-2022.

*All the Annexures to this SEBI circular are available under Downloads.*

For ease of reference, a ready reckoner listing out the documents required for transmission of securities, in case of demise of the sole holder, is provided in [**Annexure–A**](https://www.sebi.gov.in/sebi_data/commondocs/may-2022/Annexure%20A_pdf_p.PDF) to the SEBI Circular.

* 1. For the **securities held in single/sole name with nomination**, the following documents shall be submitted:
     1. Duly signed Transmission Request Form **(Annexure C)**;
     2. Original Death certificate; or

copy of Death certificate attested by a Notary Public/Gazette Officer; or

copy of the Death Certificate attested by the nominee(s) / claimant(s) / legal heir(s), subject to verification with original.

* + 1. Self-attested copy of the Permanent Account Number card of the nominee(s) / claimant(s) / legal heir(s), issued by the Income Tax Department.
    2. Copy of Birth Certificate (in case of nominee / claimant / legal heir is a minor).
    3. KYC\*of the Claimant Guardian (in case of nominee / claimant being a minor / of unsound mind)

(\*If not KYC Complaint)

* + 1. Original Security Certificate(s)
  1. For the **securities held in single name without nomination**, the following documents shall be submitted:
     1. Documents as per 1.1 (as aforesaid)
     2. Notarized Affidavit from all legal heir(s) made on non-judicial stamp paper of appropriate value on identity and claim of ownership, as per the format provided in **Annexure D**.
     3. In case the legal heir(s) / claimant(s) are named in the Succession Certificate or Probate of Will or Will or Letter of Administration or Legal Heirship Certificate (or its equivalent certificate), instead of the document mentioned in point b above, an Affidavit from such legal heir(s)/claimant(s), duly Notarized and as per the format provided in **Annexure D**, shall be sufficient.
     4. Copy of any of the following documents:

1. Succession Certificate; or
2. Probate of Will; or
3. Will, along with a notarized Indemnity Bond from the legal heir(s)/ claimant(s) to whom the securities are transmitted, as per the format specified provided in **Annexure E**; or
4. Letter of Administration; or
5. Court Decree; or
6. Legal Heirship Certificate or its equivalent, along with
7. a notarized Indemnity Bond from the legal heir(s)/claimant(s) to whom the securities are transmitted, as per the format specified provided in **Annexure E**; and
8. No Objection from all the non-claimants, duly attested by a notary public or by a gazetted officer as per the format provided in **Annexure F**.

The document should be attested by the legal heir(s)/claimant(s) subject to verification with the original or duly attested by a Notary Public or by a Gazetted officer.

* + 1. For cases where the **value of securities is up to Rupees Five Lakhs**, per listed entity, as on the date of submission of complete documentation in case of securities held in physical mode, instead of and where the documents mentioned in point (d) above are not available, the following documents may be submitted;

1. No Objection Certificate from all legal heirs(s), in as per the format provided in **Annexure F**, or copy of Family Settlement Deed executed by all the legal heirs, duly attested by a Notary Public or by a Gazetted Officer; and
2. Notarized Indemnity Bond made on non-judicial stamp paper of appropriate value, indemnifying the Share Transfer Agent/listed entity, in as per the format provided in **Annexure E**.

**In case the shares are held in Dematerialised mode, please approach your "Depository Participant”**