

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 the said circular are available under 'Downloads' section.*

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** of the aforesaid SEBI Circular.

A. Sole holder or all holders deceased

1. Folios where nominee is registered:

- a. Duly signed transmission request form by the nominee in **ISR-5 (Annexure C)**.
- b. Original securities certificate(s);
- c. 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) subject to verification with original.
- d. Self-attested copy of PAN linked with Aadhar of the nominee(s)
- e. Copy of Birth Certificate (in case the nominee is a minor)
- f. **Form ISR-1** with supporting documents of nominee
- g. KYC of the Nominee's Guardian (in case of nominee being a minor / of unsound mind)
- h. Banker's attestation of the signature of the nominee (or guardian if the nominee is minor) as per **Form ISR – 2** along with documents mentioned in **Annexure B** (provided below).

2. Folios where Sole or all holders deceased and nominee is not registered:

➤ **For Total market value of securities upto Rs. 5 lakhs per listed company as on date of application: #**

- a. Duly signed transmission request form by the claimant in **ISR-5 (Annexure C)**;
- b. Original death certificate or copy of death certificate attested by a notary public/gazette officer or copy of the death certificate attested by claimant(s)/legal heir(s), subject to verification with original.
- c. Self-attested copy of PAN linked with Aadhar of the claimant(s)/legal heir(s)
- d. Copy of Birth Certificate (in case the claimant/legal heir is a minor)
- e. KYC* of the Claimant's Guardian (in case the claimant being a minor / of unsound mind)
- f. Original securities certificate(s)
- g. 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-17- D**.

- Separate Notarized Affidavit is required in case the legal heirs are residing at different addresses OR joint affidavit in case the holders are residing in the same address.
- h. In case the legal heir(s)/claimant(s) are named in the Succession Certificate or Will or Letter of Administration or Legal Heirship Certificate (or its equivalent certificate), instead of the affidavit from all legal heirs, an Affidavit from such legal heir(s)/claimant(s), duly Notarised shall be sufficient as per the format provided in **Annexure-17- D**
 - i. Copy of any of the following documents should be submitted duly 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
 - i. Succession certificate; or
 - ii. Probate of Will; or
 - iii. 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-18 - E**
 - iv. Letter of Administration; or
 - v. Court Decree; or
 - vi. Legal Heirship Certificate or its equivalent, along with
 1. a notarized indemnity bond from the legal heir o(s)/claimant(s) to whom the securities are transmitted, as per the format specified provided in **Annexure-18 - E**
 2. 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-19- F**
 - j. Where the documents mentioned in point-(i) above are not available, the following documents may be submitted;
 - I. No objection certificate from all legal heirs(s), as per the format provided in **Annexure-19-F** of SEBI circular or copy of family settlement deed executed by all the legal heirs, duly attested by a notary public or by a gazetted officer; and
 - II. Notarized indemnity bond made on non-judicial stamp paper of appropriate value, indemnifying the Share Transfer Agent/listed entity, as per the format provided in **Annexure-18-E** of SEBI circular.
 - k. **Form ISR-1** signed by all the legal heirs / claimants with supporting documents as required like PAN linked with Aadhar, Bank details, contact details etc., self-attested with date.
 - l. Banker's attestation of the signatures of all the legal heirs / claimants as per **Form ISR-2** to be submitted the documents mentioned in **Annexure B** (provided below).
- **For total market value of securities over Rs. 5 lakhs as on date of application:**
- a. Duly signed transmission request form in **ISR-5 (Annexure C)** by the claimant;
 - b. Original death certificate or copy of death certificate attested by a notary

- public/gazette officer or copy of the death certificate attested by the claimant(s)/legal heir(s), subject to verification with original.
- c. Self-attested copy of PAN linked with Aadhar of the claimant(s)/legal heir(s)
 - d. Copy of Birth Certificate (in case the claimant/legal heir is a minor)
 - e. KYC* of the Claimant's Guardian (in case of claimant being a minor / of unsound mind).
 - f. Original securities certificate (s)
 - g. 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-17- D**
 - h. 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 affidavit from all legal heirs, an Affidavit from such legal heir(s)/claimant(s), duly Notarised and as per the format provided in **Annexure-17- D**.
 - i. Copy of any of the following documents 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.
 - i. Succession certificate; or
 - ii. Probate of Will; or
 - iii. 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-18 – E**.
 - iv. Letter of Administration; or
 - v. Court Decree; or
 - vi. Legal Heirship Certificate or its equivalent, along with
 - 1. 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-18 – E**.
 - 2. 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-19- F**.
 - j. **Form ISR-1** signed by all the legal heirs / claimants with supporting documents as required like PAN linked with Aadhar, Bank details, contact details etc., self-attested with date.
 - k. Banker's attestation of the signatures of all the legal heirs / claimants as per **Form ISR-2** to be submitted the documents mentioned in **Annexure B** (provided below).

B. Joint Holder Transmission (Deletion of the Name of the deceased shareholder)

- a. Original Securities Certificates
- b. Transmission Request form in **ISR-5 (Annexure C)** along with Name Deletion Form with all the particulars duly filled in and signed by the surviving holders.
- c. Original death certificate or copy of death certificate attested by a notary public/gazette officer or copy of the death certificate attested by the surviving security holder subject to verification with original
- d. **Form ISR-1** signed by surviving shareholder with supporting documents as required like PAN linked with Aadhar, Bank details and contact details etc.,

duly self-attested with date.

- e. Banker's attestation of the signature of surviving shareholder as per **Form ISR – 2** and documents mentioned in **Annexure B** (provided below).

C. In accordance with the SEBI Circular dated January 30, 2026, the following documents are also required to be submitted along with above documents:

1. **Form ISR-4** (duly completed and signed);
2. Demat Request Form (DRF); and
3. A copy of your Client Master List (CML), duly attested by your Depository Participant, not older than two months from the date of submission.

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

Annexure B - Bank Attestation

Option 1

- Original cancelled cheque with name of security holder printed on it or
- Self-attested Bank Passbook /Bank Statement,

OR

Option 2

Share holder can change / update signature by visiting the office of respective RTA in person and sign before the authorized personnel of the RTA In this case, the shareholder shall show the following documents in original for verification along with self-attested copies of the same.

- I. PAN Card and any one of the following four documents for Proof of Identity
 - a) Unique Identification Number (UID) (Aadhaar)
 - b) Valid Passport
 - c) Driving license in Smart Card form, Book form or copy of digital form
 - d) Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organization stamp

Note:

- *PAN shall be operative and linked with Aadhar*
- *In case of mismatch in the signature of the holder as available in our records and the present signature, the security holder shall provide the old and present specimen signature in the request letter in order to verify the same*
- *The Cancelled Cheque provided shall be of same bank account number mentioned in CML and ISR-1.*