

Transposition (interchange in the order of names)

A. For securities held in physical form, please submit the following:-

Transposition refers to a change in the order of holders of shares inter-se, whereby the first holder may become the second or third holder, and vice versa. All requests for transposition must be submitted by the registered shareholder(s).

1. Duly filled **Form ISR-4** signed by all the securityholders.
2. Original Security Certificates
3. **Form ISR-1** with supporting documents for KYC registration
4. Banker's attestation of the signature of the registered sole / first holder and Joint holder as per **Form ISR – 2** and submit the documents mentioned in **Annexure B** (provided below), in case these details are not registered or any change.

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

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.

All the Forms mentioned above are available under Downloads.

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.*