Transmission of securities held in physical form

(Claims threshold up to 10 thousand - Quick Transmission Processing [QTP]).

For processing the transmission of shares, please submit the following documents in accordance with **SEBI circular No. HO/38/13/11(14)2026-MIRSD-POD/I/17111/2026 dated 23-July-2026.**

All the Annexures to the aforesaid circular are available in the "Downloads" section under the file name "Transmission-Annexure"

1. Duly completed and signed Transmission Request Form–cum-undertaking on plain paper as per specified format (**Annexure-2)**. Further, please note that Transmission of securities under QTP shall be permitted only in favour of immediate relatives of the deceased security holders(s) i.e. Parents, spouse, children and parents-in-law.
2. Self-attested copy of document(s) evidencing the relationship between the claimant and the deceased shareholder. In case the claimant is unable to provide documentary proof of the relationship, a duly notarized Affidavit in the format prescribed in Annexure-B may be submitted. The format of the Affidavit is available in Annexure-2.
3. Self-attested copy of the Client Master List (CML) of the claimant's demat account. Please ensure that the CML is not older than two months from the date of submission.
4. Original death certificate;
   OR
   Copy of the death certificate attested by the nominee, subject to verification with the original;
   OR
   Copy of the death certificate duly attested by a Notary Public or Gazetted Officer, or Judicial Magistrate First Class ("JMFC");
   OR
   Death certificate with Quick Response (QR) code.

   In cases where the death of the investor occurred outside India, the proof of death document issued by the concerned foreign authority should be certified through any one of the following modes:
   a) Court Magistrate or Judge or Notary Public in the country of issuance; or
   b) Consularisation by Indian Embassy / Consulate General in the country of issuance; or
   c) Apostille certification; or
   d) Certification by authorised officials of overseas branches of Scheduled Commercial Banks registered in India.
   e) certification by authorised officials of branches of overseas banks with whom Indian banks have correspondent banking relationships.

   In case the original death certificate is issued in a language other than English, the claimant shall also submit a self-certified copy of translation of death certificate into English along with certified copy of the original death certificate.
5. Original Security Certificate(s) of face Value Re.1/-

6. Copy of the birth certificate/school leaving certificate/passport or Aadhar attested by Guardian. (In case the nominee/claimant/legal heir is minor)
7. KYC of the Guardian (In case the nominee/claimant/legal heir is minor/of unsound mind).
8. Self-attested copy of valid PAN card(s) of the claimant(s) / legal heir(s). (PAN shall be valid only if it is linked to Aadhaar)
9. Copy of cancelled Cheque leaf where you are maintaining your active Bank Account.
10. The claimant(s) shall submit a duly completed Demat Conversion Request Form (DCRF), duly attested by their Depository Participant (DP), to facilitate the credit of shares directly to the claimant's demat account through the Direct Credit mode.

<u>In case the shares are held in Dematerialised mode, please approach your "Depository Participant”</u>