

TRANSMISSION OF SECURITIES OF A DECEASED HOLDER WITHOUT LEGAL REPRESENTATION

Read carefully the instructions before filling the enclosures

The enclosures are :

| | |
|------------------------|-----|
| TITLE CLAIM FORM | 'T' |
| AFFIDAVIT | 'A' |
| SURETY FORM | 'S' |
| NO OBJECTION STATEMENT | 'N' |
| INDEMNITY | 'I' |

Along with the above please attach

- a copy of attested death certificate or original death certificate
- self attested pan card copy
- Original Share Certificates

Sequence of steps to be followed :

- 1) Affix SPECIAL ADHESIVE STAMPS of
 - Rs. 100/- on affidavit – 'A'
 - Rs. 200/- on Indemnity – 'I'Before signing these forms (refer item 'f' below)
- 2) Fill in answers posed in Title Claim Form – 'T'. giving details in full
- 3) Fill in affidavit – 'A', but do not sign now (refer 8)
- 4) Arrange for person to stand as Surety
- 5) Fill in Form of Surety – 'S' and get his/her signature on the form attested by Bank Manager/Employer
- 6) Fill in Indemnity – 'I' but do not sign now (refer 8)
- 7) Recheck that all documents are completely filled
- 8) Arrange for applicant/s and proposed Surety to sign on Affidavit/Indemnity in presence of a First Class or Stipendiary Magistrate/Public Notary/Judicial.
- 9) Fill in No Objection Statement and get renounees' signature on the form witnessed by the Bank Manager/Employer
- 10) Submit together all duly completed documents to us

SPECIAL INSTRUCTIONS

TITLE CLAIM FORM – 'T'

- a) The certificates for securities standing in the sole name of deceased holder alongwith his/her Death Certificate must be sent with these forms
- b) In case the name as mentioned in death certificate & securities differs then as Identity Certificate/Affidavit must be produced in confirmation that the deceased is one and the same person in both instances.
- c) If the deceased had declared a will (Registered or Unregistered) a copy there of must be submitted in Support of the claim made by applicant/s
- d) In case of Minor children of deceased, their names under Guardianship should as applicant/s.
- e) The applicant(s) must obtain 'No Objection' as per annexure-'N' form the other Legal Heir/s, if any whose names are to be excluded in transmission of the securities.

AFFIDAVIT – ‘A’ & INDEMNITY – ‘I’

- f) Affidavit/Indemnity may be affixed with Special Adhesive Stamps of th4 text may be reproduced on Non-Judicial Stamp Paper of denomination/s given in 1 above
- g) Signature/s must be attested only by a First Class or Stipendiary Magistrate/ Notary Public.
- h) Full name/Address (and Regn. No.) of the Official must be mentioned.
- i) Indemnity must be signed by applicant/s as well Surety.

SURETY FORM – ‘S’

- j) The financial standing of the proposed Surety must be commensurated with the market value of the Securities/security.
- k) Surety form must also be signed by Bank Manager/Employer or affirmation of the details mentioned there in.

NO OBJECTION STATEMENT – ‘N’

- l) This statement must be furnished by each renounee/s (either independently or jointly/severally) as per the Draft given.
- m) Photostat copy/ies of the draft may be used if more than one renounee is furnished in the statement.
- n) The signature/s of the renounee/s must be witnessed by Bank Manager/Employer for identification purpose.

SPECIMEN SIGANTURES (In triplicate) of APPLICANTS

| | | | | | |
|---|--|---|--|---|--|
| 1 | | 1 | | 1 | |
| 2 | | 2 | | 2 | |
| 3 | | 3 | | 3 | |

INDEMNITY

"T"

Before
Signing
Affix
Rs.200/-
Special
Adhesive
Stamp
Here

To,

TO ALL/TO WHOM THESE PRESENTS shall come I/We _____
(Name(s) of applicant(s) – Refer item 10 form "T")

_____ send greetings

WHEREAS _____
(Name of Deceased)
was at the date of his/her death as hereinafter more particularly mentioned the registered holder
of _____
(No. And kind of securities)
bearing Distinctive Nos _____

of the nominal face value of Rupees _____ each in _____

a Joint Stock Company incorporated and registered under the _____ Act, 1955

(hereinafter called the Company and whereas the said _____
(Name of the Deceased)
departed this life on or about the _____ day of _____ 20__

intestate and without leaving any debts and leaving him/her surviving viz : _____
(refer item 6 of form 'T')

_____ respectively AND WHEREAS

the said _____
(Name(s) of Applicant(s))

has applied to the Bank to transfer the said securities which still stand in the name of the said _____
into the name of

(Name of Deceased)

the said _____

(Name(s) of Applicant(s))

and to pay him/her/them the dividends there on which the Bank hath agreed to do upon the The said

(Name(s) of Applicant(s))

As principal(s) and the said

(Name of Surety)

As surety executing unto the Company Such Indemnity

as herein after contained. NOW KNOW YE AND THESE PRESENTS WITNESS that they the said

(Names(s) of Applicant(s))

And

(Name of Surety)

As surety for themselves, their heirs, executors, administrators and assigned to hereby covenant with the Bank, its successors and assigns that they, the said convenanting 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

(Name(s) of Applicant(s))

and paying him/her/them the dividend already due and grow due thereon, at all times, save. Defend, keep harmless and indemnified the said Bank, its successors and assigns and its and their estate and effects and the Directors, Agents, Secretary and Shareholders of the said Bank, their heirs, executors, administrators and assigns and their and each of their estate and effects from and against all actions, causes of actions, suits, proceedings, accounts, claims and demand whatsoever at Law or in Equity or otherwise howsoever for or on account of the said shares of dividends. Thereof or any party thereof or otherwise in connection with the said shares on the part of any person or person whomsoever and from and against all damages, costs, charges and expenses in respect thereof or otherwise how so ever in relation to the premises.

IN WITNESS WHREOF THE said

(Names(s) of Applicant(s))

and

(Name of Surety)

have hereunto set their respective hands and seals this _____ day of _____ 20__

signed, sealed and delivered by the said applicant(s)

in the presence of

(Signature of Magistrate/Notary)

Full Name and : _____

Signature(s) of applicants

Address of

Magistrate/Notary _____

Signature of Surety

PIN

Regn. No. of Notary _____

Use space below to affix

| | |
|------------------------------|---------------------------------------|
| Notarial/Court Fee Stamps | Official Seal of Magistrate/Notary |
|------------------------------|---------------------------------------|

TITLE CLAIM FORM

“T”

UNIT : _____

Form to be filled in by person or persons claiming the title to security/ies of a
Deceased holder without legal representation

| | |
|--|---|
| 1. Full Name of the deceased holder | |
| 2. Date of death of the deceased according to English Calendar. (Attach Municipal Death Certificate in support) | <u> </u> <u> </u> <u> </u> Day Month Year |
| 3. i) Number of Securities held by the deceased in this Company | |
| ii) In whose possession are the certificates at present | Name of Company kind & No. of Shares/Deb/Bonds |
| iii) Number of Securities held in sole name of the deceased in other Companies | |
| 4. Particulars of property (movable and immovable) of 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. Has the deceased left parents/widow/husband and/or children? | <u>Name</u> <u>Relationship</u> <u>Age</u> <u>Marital Status</u> |
| 7. By what law is the estate of the deceased governed?. (Please state which School of Law is applicable) | |

| 8. Who are the heirs of the deceased according to the law by which succession to his estate | <table border="1"> <thead> <tr> <th data-bbox="627 174 890 208"><u>Name</u></th> <th data-bbox="898 174 1121 208"><u>Relationship</u></th> <th data-bbox="1129 174 1201 208"><u>Age</u></th> <th data-bbox="1209 174 1559 208"><u>Marital Status</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | <u>Name</u> | <u>Relationship</u> | <u>Age</u> | <u>Marital Status</u> | | | | | | |
|--|--|----------------|-----------------------|-------------------|-----------------------|-------------------|--|--|--|--|--|
| <u>Name</u> | <u>Relationship</u> | <u>Age</u> | <u>Marital Status</u> | | | | | | | | |
| | | | | | | | | | | | |
| 9. Was the deceased (if a Hindu) a member of a joint and undivided Hindu Family? If so, please state the names and ages of the surviving co-parceners | <table border="1"> <thead> <tr> <th data-bbox="627 365 890 398"><u>Name of</u></th> <th data-bbox="898 365 1121 398"><u>Relationship</u></th> <th data-bbox="1129 365 1201 398"><u>Age</u></th> <th data-bbox="1209 365 1559 398"><u>Marital Status</u></th> <th data-bbox="1409 365 1559 398"><u>Surviving</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | <u>Name of</u> | <u>Relationship</u> | <u>Age</u> | <u>Marital Status</u> | <u>Surviving</u> | | | | | |
| <u>Name of</u> | <u>Relationship</u> | <u>Age</u> | <u>Marital Status</u> | <u>Surviving</u> | | | | | | | |
| | | | | | | | | | | | |
| 10. Details of person(s) claiming title to the securities viz. Applicant(s) on whose name(s) the securities are to be transmitted | <table border="1"> <thead> <tr> <th data-bbox="627 667 890 701"><u>Name of</u></th> <th data-bbox="898 667 1121 701"><u>Relationship</u></th> <th data-bbox="1129 667 1201 701"><u>Age</u></th> <th data-bbox="1209 667 1559 701"><u>Marital Status</u></th> <th data-bbox="1409 667 1559 701"><u>Applicants</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | <u>Name of</u> | <u>Relationship</u> | <u>Age</u> | <u>Marital Status</u> | <u>Applicants</u> | | | | | |
| <u>Name of</u> | <u>Relationship</u> | <u>Age</u> | <u>Marital Status</u> | <u>Applicants</u> | | | | | | | |
| | | | | | | | | | | | |
| 11. Are any heirs being excluded ? If so why? Have each of them given No Objection Statement in Annexure 'N' ? | | | | | | | | | | | |
| 12. Any other information which the applicant(s) wants to give in support of his/her/their claim to the security/ies in the Company standing in the name of the deceased holder. | | | | | | | | | | | |

Address of Applicants :

| | |
|-----|--|
| | |
| | |
| | |
| PIN | |

(Signature(s) of applicant(s))

Date :

AFFIDAVIT

“A”

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

I/We _____

(Full name(s) applicant(s))

Solemnly affirm and say that what is stated in answer to the questions on the form of the reverse and marked “T” is true to my/our knowledge.

Date _____

Solemnly affirmed at _____ on the _____ day of _____ 20____
Signature(s) of applicant(s)

Full Name and : _____ Signed in the presence of _____

Address of _____

Magistrate/ _____

Notary _____

PIN :

(Signature of Magistrate/Notary)

Regn. No. _____

Use space below to affix

| | |
|------------------------------|---------------------------------------|
| Notarial/Court Fee Stamps | Official Seal of Magistrate/Notary |
|------------------------------|---------------------------------------|

N.B. The delivery to the Company of this form, duly filled in, shall not, in any way to affect the Company's right to refuse the application altogether or to insist on a Legal Representation viz. Succession Certificate/Probate of will/Letter of Administration etc., before transmitting the Securities.

AND/OR

C

Details of Business Owned
(Absolutely in own name and not as a Partner)

- 1) Nature of business and location: _____
 - 2) Annual turnover _____
 - 3) Annual Profits _____
- _____

Date : _____ 20__

(Signature of Surety)

Witnessed by :

Full Name and Address of Bank Manager/Notary Public

Signed in the presence of

_____ PIN _____

(Bank Manager/Notary Public)

NO OBJECTION STATEMENT

“N”

Statement to be made by heir whose name is excluded in transmission of securities standing
in the sole name of deceased holder.

WHEREAS

1) I _____

Residing at _____

_____ Am the heir of

late _____

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

of _____ Shares/Bonds bearing distinctive no(s)

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

I, the aforesaid, state that I do not desire to make a claim of title in respect of said
security/ies held in the name of the said deceased and I do not have any objection to the
Company/Bank for transmitting the said 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 Renounee

Full Name and Address of Bank Manager/Notary Public

PIN