

## PROCESS FOR TRANSFER OF SHARES

Following documents are required to be submitted to us for transfer of shares:

1. Share Transfer Form SH-4 as per below format (with stamp affixed i.e. 0.25% of present market value of shares). Kindly print the form on same paper (front and back).
2. PAN card copy of parties i.e. all buyers & all Sellers
3. Original Certificates
4. Original Cancelled Cheque of FIRST buyer only with his/her name printed on it **OR** copy of passbook and bank statement (not 3 over months old) attested by banker.
5. Calculation of Stamp duty :

$\text{No. of shares} * \text{Market Value per share} = \text{Total value of shares}$

$\text{Amount of Stamp Duty} = 0.25\% \text{ of Total value of shares}$

### NOTE:

1. In case of mismatch of name of transferor(s)/ seller(s) OR transferee(s) /buyer(s) in PAN card vis-à-vis name on share certificate/transfer deed, any one of the following documents may be submitted:
  - a. Copy of Passport
  - b. Copy of legally recognized Marriage certificate
  - c. Copy of Gazette notification regarding change in name
  - d. Copy of Aadhar card
2. In case transferor(s) signature has changed, kindly submit KYC form duly attested by banker (format enclosed).
3. In form SH-4, Transferee's name(s) should be filled same as mentioned in their PAN CARD. There should not be any difference of any letter or word due to whatsoever reason.

**SIGNATURE ATTESTATION PERFORMA**

<To be given on Bank's Letter Head> with < Bank Branch Seal, signatory name & number seal>

This is to certify that \_\_\_\_\_ Date: - \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ Age \_\_\_\_\_

S/o or D/o or w/o \_\_\_\_\_

residing at :- \_\_\_\_\_

Please affix your recent passport size photograph (with cross signature)

\_\_\_\_\_ is holding and operating the following account in our bank and branch since \_\_\_\_\_

Bank Name: - \_\_\_\_\_

Bank address:- \_\_\_\_\_

Holder Bank A/c no. and Type (please tick) : Saving / Current / NRE / NRO / FCNR / Other

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MICR Code: - (09 digit)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

IFSC Code: - (11 digit)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PAN NO. -

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

A/c holder Tel./Mobile no \_\_\_\_\_ Email ID:- \_\_\_\_\_

Signature of above share holder as per bank's records: \_\_\_\_\_

Signature of Bank Manager: - \_\_\_\_\_

Bank & Branch Seal with employee name, number:- \_\_\_\_\_

Official email-ID of Bank Signatory : \_\_\_\_\_

Bank Telephone nos.(with std code.) :- \_\_\_\_\_

\*KINDLY ENCLOSE LATEST BANK ACCOUNT STATEMENT ATTESTED BY BANK MANAGER.

**Form No. SH-4 - Securities Transfer Form**

**[Pursuant to section 56 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the Companies (Share Capital and Debentures) Rules 2014]**

Date of execution: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**FOR THE CONSIDERATION** stated below the "Transferor(s)" named do hereby transfer to the "Transferee(s)" named the securities specified below subject to the conditions on which the said securities are now held by the Transferor(s) and the Transferee(s) do hereby agree to accept and hold the said securities subject to the conditions aforesaid.

CIN: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of the company (in full): \_\_\_\_\_

Name of the Stock Exchange where the company is listed, (if any): \_\_\_\_\_

**DESCRIPTION OF SECURITIES:**

Kind/ Class of securities (1)	Nominal value of each unit of security (2)	Amount called up per unit of security (3)	Amount paid up per unit of security (4)
No. of Securities being Transferred		Consideration received (Rs.)	
In figures	In words	In words	In figures
Distinctive Number	From		
	To		
Corresponding Certificate Nos.			

**Transferors' Particulars**

Registered Folio Number: <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px; vertical-align: middle;"></table>	
Name(s) in full	Signature(s)
1. _____	_____
2. _____	_____
3. _____	_____

I, hereby confirm that the transferor has signed before me.

Signature of the Witness: \_\_\_\_\_

Name of the Witness: \_\_\_\_\_

Address of the Witness: \_\_\_\_\_

Pincode: \_\_\_\_\_

**Transferees' Particulars**

Name in full (1)	Father's/ Mother's / Spouse Name (2)	Address & E-mail id (3)
1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	_____ _____ _____ Pin code _____ Email id: _____
Occupation (4)	Existing Folio No., if any (5)	Signature (6)
1. _____ 2. _____ 3. _____	_____   	1. _____ 2. _____ 3. _____

**Folio No. of Transferee**

\_\_\_\_\_

**Specimen Signature of Transferee(s)**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Value of Stamp affixed: Rs. \_\_\_\_\_

**STAMPS**

Enclosures:

- 1. Certificate of shares or debentures or other securities
- 2. If no certificate is issued, Letter of allotment
- 3. Copy of PAN Card of all the Transferee(s)(For all listed Cos.)
- 4. Others, Specify, \_\_\_\_\_

**For Office Use Only**

Checked by \_\_\_\_\_

Signature Talled by \_\_\_\_\_

Entered in the Register of Transfer on  
 \_\_\_\_\_ vide Transfer no \_\_\_\_\_

Approval Date \_\_\_\_\_

Power of attorney / Probate / Death certificate /  
 Letter of Administration

Registered on \_\_\_\_\_ at  
 No \_\_\_\_\_

