

Procedure for transmission details

Case 1: Single holder (shares in Electronic Mode) No nomination made Documents Required

1. Death Certificate –Notary Attested
2. Legal Heir ship certificate /Succession Certificate ---- Notary Attested
3. No Objection Certificate --- Notary Attested /Bank Manager Attested (In case of more than one legal heir. Each heir to execute NOC in Separate Papers) No Objection to transfer shares to the name of any one legal Heir.
4. Indemnity Bond---Notary Attested (On Rs 50/- Stamp Paper)
5. Affidavit and Verification ----Notary Attested (On Rs 50/- Stamp Paper)
6. Surety --- Notary/Bank Manager Attested.
7. Self attested ID & Address proof of Surety
8. Transmission Form duly filled
9. DIS Slip issued to Client (if the same available).
10. Open new Demat account in the name of Successor/if Successor having demat account in another DP, need to submit Other DP client master with their original DP seal and Sign.
11. DP/Trading dues cleared

Case 2: Single Holder but Nomination made (Shares in Electronic Mode)

1. Death Certificate –Notary Attested
2. Transmission Form duly filled – signed by nominee
3. DIS Slip issued to Client (if the same available)..
4. Open new Demat account in the name of Nominee
5. DP/Trading dues cleared
6. Nominee signed holding statement
7. If nominee opened demat account in other DP, need to submit Client master list of other dp with their original dp seal & sign

Case 3: Joint Holder (Shares in Electronic Mode)

1. Open DP account in the name of existing holder in the same format as already opened
2. Death Certificate – Notary Attested
3. DIS Slip issued to Client should be signed by remaining persons
4. Transmission Form duly filled – signed by existing holder
5. DP/Trading dues cleared
6. If Joint Holder opened demat account in other DP, need to submit Client master list of other dp with their original dp seal & sign

Case 4: Physical Single holder

1. Shares certificate should be transferred to the name of Successor physically only then Demat possible
2. Death Certificate –Notary Attested
3. Legal Heir ship certificate /Succession Certificate ---- Notary Attested
4. No Objection Certificate --- Notary Attested /Bank Manager Attested (In case of more than one legal heir. Each heir to execute NOC in Separate Papers)
No Objection to transfer shares to the name of any one legal Heir.
7. Transfer Deed duly filled along with Stamp affixed.
8. Buyer self attested PAN Card copy

Case 5: Physical Jointly held

1. Death Certificate –Notary Attested
2. Open account in the name of existing Holders
3. Send for Demat along with DRF (s) and Copy of Transmission along with dematerialization form.