

**INSTRUCTION SHEET FOR FILLING THE INDEMNITY BOND CUM SURETY AND AFFIDAVIT FOR TRANSMISSION OF SHARE AS WELL AS ISSUE OF DUPLICATE CERTIFICATE(S)**

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Kindly ensure before submitting the Indemnity Bond and Affidavit to the Company that:

1. Indemnity bond and Affidavit has been executed as per the draft sent by the Company. Please note that Indemnity bond and Affidavit has to be executed on Rs.500/- and Rs.100/- non-judicial stamp paper respectively.
2. Numbers of shares/debentures are mentioned in figures.
3. Share/Debenture distinctive numbers are correct.
4. Face value mentioned for shares/debentures are correct. Please note that face value of Shares is Rs.10/- each and of debenture Rs.50/- each.
5. Date of death mentioned correctly.
6. All details i.e. name, relation to deceased and ages of legal heirs are mentioned.
7. The name of survivor mentioned.
8. Date of execution and place has been mentioned.
9. All legal heirs/deponents should sign Indemnity bond and Affidavit.
10. First survivor should mention his/her address for future communication.
11. Two witness and two sureties (name, address and signature) should sign the Indemnity bond.
12. Affidavit should be verified in presence of a First Class Magistrate or a Notary Public. In the event of verification in the presence of Notary Public, the Affidavit should contain the notarial stamp.



Indemnity form for transmission of share - Duplicate

## INDEMNITY

Sp. Adh.  
Stamp  
Of Rs 500/-

TO ALL TO WHOM THESE PRESENTS shall come and concern I/We \_\_\_\_\_ [Name(s) of applicants] hereby solemnly affirm and state as follows: - WHEREAS \_\_\_\_\_ (Name of deceased) was at the date of his/her death as hereinafter more particularly mentioned the registered holder of equity shares bearing Distinctive Nos. \_\_\_\_\_ of the nominal face value of Rupees 10.00 each in Bank of India a Banking Company constituted under Banking (Acquisition and Transfer of Undertaking) Act (hereinafter called the Bank) AND WHEREASE the said \_\_\_\_\_ (name of the deceased) departed this life on about the \_\_\_\_\_ day of \_\_\_\_\_ 2000 intestate and without leaving any debts and leaving him/her surviving viz. \_\_\_\_\_

\_\_\_\_\_ (refer item 6 of form "T"), respectively AND WHEREAS it has been stated to the Bank that the certificate(s) of the said shares has/have been lost/mislaid and the same cannot be found \_\_\_\_\_ and I/We \_\_\_\_\_ have/has applied to the Bank for issue of duplicate share certificate(s) and also to transfer the said securities which still stand in the name of the said \_\_\_\_\_ [name of the deceased] into the name of he said \_\_\_\_\_ [name(s) of the applicant(s)] as principal(s) and the said \_\_\_\_\_ [name of the surety] as surety executed in favour of the Bank such indemnity as hereinafter contained. NOW BE IT KNOWN TO ALL AND THESE PRESENTS WITNESS that they the said \_\_\_\_\_

\_\_\_\_\_ [name(s) of the applicant(s)] and \_\_\_\_\_ [name of the surety] as surety for themselves, their heirs, executors, administrators and assigns do hereby covenant with the Bank; its successors and assigns that they the said covenanting parties, jointly and severally and their heirs executors, administrators and assigns, on the bank transferring all the said securities into the name(s) of the said \_\_\_\_\_ [name(s) of applicant(s)] and paying him/her/them the dividends already due and grow due thereon and issuing duplicate share certificate(s), will at all times and from time to time save, defend, keep harmless and indemnified the Bank, its successors and assigns and its and their estates 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 estates and effects from and against all actions, causes of actions, suits, proceedings, accounts, claims and demands whatsoever at law or at equity or otherwise howsoever for or on account of the said shares or dividends thereof or any part hereof or otherwise in connection with the said shares on the part of any person or persons whomsoever and against all damages, costs, charges and expenses in respect thereof or otherwise howsoever in relation to the premises.

IN WITNESS WHEREOF THE said \_\_\_\_\_ [name(s) of applicant(s)] and \_\_\_\_\_ [names of surety] undertake on demand by the bank to return and redeliver such duplicate Share Certificate(s) and without such demand to produce and return to the Bank original Certificate(s) when found or traced and to take all actions, suits and proceedings at our own cost as the bank shall require for the recovery thereof or otherwise in relation to the premises and have here set their hands and seals this \_\_\_\_\_ day of 2000

Signed sealed and delivered  
By the said applicant(s)

In the presence of

\_\_\_\_\_  
(Signature of Magistrate/Notary)  
Full name and address of Magistrate/Notary

\_\_\_\_\_  
[Signature of applicant(s)]

\_\_\_\_\_  
[Signature of Surety]

Regd. No.  
Use space below to affix

Notary/Court Fee  
Stamps

Official Seal of Magistrate/Notary

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

AFFIDAVIT

I/We \_\_\_\_\_  
[Full name(s) of holder(s) / applicant(s)]

\_\_\_\_\_ solemnly affirm  
and say that what is stated in answer to the questions on the form of the reverse and marked "Q" is true to my/  
our knowledge

Dated \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Signature(s) of the applicant(s)

Solemnly affirmed at \_\_\_\_\_ on the \_\_\_\_\_

day of \_\_\_\_\_ 200 \_\_\_\_\_

Full Name and : \_\_\_\_\_

Signed in the presence of

Address of \_\_\_\_\_

Magistrate \_\_\_\_\_

Notary \_\_\_\_\_

(Signature of Magistrate / Notary)

Regn. No. \_\_\_\_\_

Use space below to affix

Notarial / Court Fee Stamps	Office seal of Magistrate / Notary

N.S. : The delivery to the Bank of this form duly filled in shall not in any way affect the Bank's right to refuse the application altogether or to insist on the fulfillment of additional conditions of those stated in column 10 of the questionnaire form.

# **NO OBJECTION CERTIFICATE**

**COMPANY NAME**

Dear Sir,

**Ref: Transmission of Shares**

I/We hereby declare that I/We have no objection in transmitting \_\_\_\_\_ Equity Shares of

COMPANY NAME . in the name of

\_\_\_\_\_ presently Registered in the name of

\_\_\_\_\_ (deceased). I/We also hereby confirm that I/We have no objection if the outstanding dividend payment on the above shares paid to

\_\_\_\_\_.

Thanking you,

Name 1. \_\_\_\_\_ Signature 1. \_\_\_\_\_

2. \_\_\_\_\_ Signature 2. \_\_\_\_\_

3. \_\_\_\_\_ Signature 3. \_\_\_\_\_

4. \_\_\_\_\_ Signature 4. \_\_\_\_\_

\_\_\_\_\_  
(Signature of Magistrate/Notary)

Full name and address of Magistrate/Notary

Regd. No.

Use space below to affix

\_\_\_\_\_  
Notary/Court Fee  
Stamps

\_\_\_\_\_  
Official Seal of Magistrate/Notary



# TITLE CLAIM FORM BANK OF INDIA

**"T"**

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) \_\_\_\_\_  

Day
Month
Year
- 3) i) Number of shares held by the deceased in the Bank \_\_\_\_\_ Folio No. : \_\_\_\_\_
- ii) In whose possession are the certificates at present \_\_\_\_\_
- 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?

	Name	Relationship	Age	Marital Status
- 7) By what law is the estate of the deceased governed? (please state which School of Law is applicable i.e. Hindu Law, Muslim Law, Christian Law etc.) \_\_\_\_\_
- 8) Who are the heirs of the deceased according to the law by which succession to his estate is governed

	Name	Relationship	Age	Marital Status
Same as Sr. No. 6				
- 9) Was the deceased (if a Hindu) a member of a joint and undivided Hindu family? If so, please state the name/s and ages of the surviving co-parceners

	Name	Relationship	Age	Marital Status
Surviving co-parceners				
- 10) Details of person(s) claiming title to the securities viz. Applicant(s) on whose name(s) the securities are to be transmitted.

	Name of applicants	Relationship	Age	Occupation

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 Bank standing in the name of  
the deceased holder

Address of Applicants :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin

signature(s) of applicant(s)

Date:

Phone No. : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

E-mail ID. : \_\_\_\_\_

No.	Name of the deceased	Relationship	Age	Marital Status
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

11

(C)

## COMPANY NAME

Form to be filled in by person(s) claiming title to the shares/debentures of a deceased share/debenture holder without legal representation.

- 1 Full name of the deceased share/debenture holder :
- 2 Date of death of the deceased according to English Calendar :
- 3 Number of shares/debentures held by the deceased holder in DFPCL (WITH DISTINCTIVE NUMBERS) :
- 4 Shares held in other Companies (Please attach list) :
- 5 Particulars of property of the deceased other than that Shown in column 3 above :
- 6 Has the deceased left a will or any other Testamentary Instrument disposing of his property :
- 7 Has the deceased left any debts? :  
If so, please state the amount and nature of such debts :
- 8 Has the deceased left a widow/husband and/or children? :  
If so, please state her/his/their name(s) and ages.  
In case of daughters, please also state if they are married  
Or unmarried.
- 9 By what Law is the family of the deceased governed? :  
If Hindu or Mohammedan, please state which school of Law is applicable.
- 10 Who are the heirs of the deceased according to the Law :  
By which succession to his estate is governed?
- 11 Was the deceased (If Hindu) a member of a joint and Undivided Hindu family? If so, please state the names :  
And ages of the surviving coparceners
- 12 Applicant's/Applicants' :
  - 1 Name(s) in full :
  - 2 Age(s) :
  - 3 Relationship with the deceased :
- 13 Have you filed any FIR :
  - A. If, yes. Please furnish a copy of FIR. :
  - B. If, no, Please give reason thereof. :

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- 14 Was/ Were the signed transfer deeds loss with the missing Share Certificates. :  
If so, give full particulars.
- 15 Was/ Were the shares sold, mortgaged pledged or otherwise Disposed of either by the member or by any other person? :
- 16 Was a diligent search made for the missing shares Certificates : :
- 17 Any other information which the applicant desires to give in support of his/her/their claim to the shares of the deceased. :
18. If the Board of Directors of the Company is prepared to issue Duplicate shares certificate(s), is/are the applicant(s) prepared To fulfill the conditions precedent to the issues viz, :  
 a. Execution of an affidavit on a non-judicial stamp paper in The format prescribed. :  
 b. Execution of a suitable personal Deed of Indemnity cum Surety in the prescribed form. :  
 c. Publication of a Notice in an English news paper and Another in the principal language of the District where the Member resides. :

I/We herby declare that the foregoing statements and answers are true and all material facts have been made and given with the full knowledge that on the faith hereof the Company will proceed to consider my/our request for transmission of shares as well as issue of duplicate share certificates in the name of legal heir.

Signature of Applicant(s)	1. _____	Name(s) _____
	2. _____	
	3. _____	
	4. _____	

Date :

Name & Address :

**N.B.:** The delivery to the company of this form duly filled in shall not be deemed in any way to affect the Company's right to insist on production of Probate or Letter of Administration or Succession Certificate to the estate of the deceased share/debenture holder(s).

The delivery to the Company of this form duly filled in shall not in any way effect the Company's right to refuse the application altogether or insist on the fulfillment of additional conditions to those stated in the item no.18 above.  
For more details please attach separate sheet.