

FAQs - TRANSMISSION OF SHARES IN PHYSICAL FORM

1. What is transmission of shares?

The word “transmission” means transfer by operation of law i.e. devolution of title to shares. This would include devolution by operation of law, death, bankruptcy, marriage.

For shares held in demat form, investors are advised to approach their DP concerned for transmission of shares.

For shares held in physical form, procedure is given below.

2. What is a procedure for transmission for shares held in physical form?

A. Name Deletion (in case of Joint holding)

In case the Shares are held in joint names and any one of the holders demises, the surviving holder(s) would be required to send Company / Registrar & Transfer Agent (RTA) the following documents for name deletion:

1. An application letter requesting deletion of name of the deceased shareholder;
2. Death Certificate of the deceased shareholder(s) or a Copy duly attested by Gazetted Officer or Notary Public;
3. Original Share Certificate(s);
4. Self attested copy(ies) of PAN Card of surviving shareholder(s).

B. Nomination Cases

In case of single shareholding there is a nomination registered previously, the following documents have to be submitted with the Company / RTA:

1. Application letter requesting transmission of shares in favour of Nominee;
2. Original Share Certificate(s);
3. Death Certificate of the deceased shareholder(s) or a Copy duly attested by Gazetted Officer or Notary Public;
4. Self – attested copy of PAN card of the Nominee;
5. Self attested photo ID proof of the Nominee (Any one of Ration Card, Passport, Aadhaar Card);
6. Letter from Bank Manager verifying and attesting the signature of the nominee;
7. Nomination acknowledgement received from Registrar & Transfer Agent of the Company.

C. In case the Shares are held in sole name and the shareholder has expired without nomination, the legal heir(s) would be required to send to Company / RTA the following documents:

1. Application letter requesting transmission of shares in favour of the legal heir(s);
2. Original Share Certificate(s);

3. Death Certificate of the deceased shareholder(s) or a Copy duly attested by Gazetted Officer or Notary Public;
4. Self-attested proof of Identification and address of applicant as per following:
 - a) PAN Card
 - b) Any one of Ration Card, Aadhaar Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc. (Utility Bills not older than 3 months);
5. Affidavit from those legal heir/s who are claiming the shares (Applicant/s) on Rs 100/- non-judicial stamp paper as per the format appended below;
6. Letter from Bank Manager verifying and attesting the signature of the applicant;
7. Affidavit cum No objection Certificate (NOCs) from all the other legal heirs who are not claiming the shares on non-judicial stamp paper of Rs 100/- as per format appended below or a copy of Family Settlement Deed duly notarized in case of absence of Succession certificate or Letters of Administration or Probate of Will or Will or Court Decree is provided;
8. Court certified copy of Succession Certificate or Letters of Administration or Probate of Will or Court Decree. Succession Certificate or Letters of Administration or Probate of Will or Will or Court Decree in terms of Indian Succession Act, 1925, wherever applicable, is compulsorily required to be submitted if the market value of shares is more than 2,00,000/-;
9. An Indemnity bond is required to be furnished in case of absence of succession certificate or Letters of Administration or Probate of Will or Will or Court Decree /nomination, along with surety as per format enclosed. Two sureties are required;
10. Self attested proof of Identification and address of surety as per following:
 - a) PAN Card
 - b) Any one of Ration Card, Aadhaar Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc. (Utility Bills not older than 3 months);
11. Incase of a Will being submitted, an additional Indemnity bond for Will is required to be furnished on non-judicial stamp paper of Rs 500/- as per the format appended below.

Important Points to be noted:

1. Shares can be transmitted to the maximum of three legal heirs only.
2. If the applicant is/are illiterate, his/her/their thumb impression must be attested by a Magistrate or Notary Public under the seal of his office or Bank Manager.
3. The Applicants should fill the form in the order in which their names should appear in the certificate.
4. N.O.C. should be in the format appended below, duly affirmed by the S.E.M or Notary Public.
5. Proof of identification and Signature attestation has to be provided for each applicant separately.
6. A passport size photograph of applicant duly signed by him/her on the reverse.
7. Copy of any two of the following, duly attested by S.E.M or Notary Public – Ration Card, Election Card, PAN Card, Driving License, Passport, Electricity Bill, Telephone Bill, etc. as the proof of identification.
8. No Xerox copies of the documents as mentioned above to be accepted.

APPLICATION FOR TRANSMISSION OF SHARES

(Please fill this application carefully after reading the notes mentioned below the application so that rejection of the application can be avoided)

To,

The Company Secretary,
Kirloskar Brothers Limited,
Udyog Bhavan, Tilak Road,
Pune – 411 002.

Dear Sir,

I/We, (name of the applicant), residing at (address of each applicant) am/are applying for transmission of the shares of (name of the deceased). (The name of the deceased) expired on (date of expiry) at (place of death). The deceased was holding ____ shares of the following description

| <u>Folio No.</u> | <u>Certificate Nos.</u> | <u>Distinctive Nos.</u> | <u>Shares covered in each certificate</u> |
|------------------|-------------------------|-------------------------|---|
|------------------|-------------------------|-------------------------|---|

I/We am/are the (Nominee / Legal heirs / Executor of the Will of the deceased/ Administrators of the Estate of the deceased / Successors to the Estate of the deceased). The following are particulars of the Applicant(s):

| <u>Sr. No.</u> | <u>Name & Address of the Applicant(s)</u> | <u>Age</u> | <u>Relation with the deceased</u> |
|----------------|---|------------|-----------------------------------|
|----------------|---|------------|-----------------------------------|

1.

2.

3.

*The Hon'ble Court has granted me/us Probate of the Will / Letters of Administration / Succession Certificate/ Court Decree/ in terms of Indian Succession Act, 1925, as may be applicable, on the (date of the order).

Or

The deceased shareholder(s) has bequeathed the shares of Kirloskar Brothers Limited in my/our favour by executing a Will.

OR

In the absence of probate of the will / letters of administration / succession certificate/ Court Decree/ will, in terms of Indian Succession Act, 1925, as may be applicable, I/we are furnishing indemnity bond and affidavit thereof for transmission.

*:- Not applicable in case of Nominee

My/Our specimen signature(s) is/are as below:

[Signature of the Applicant(s)]

I/We hereby submit the following documents to support my/our claim for transmission of the shares held by the deceased:

1. Original Share Certificate(s) for the entire holding
2. Death certificate of the deceased in original
or
Duly attested copy of the Death Certificate of the deceased.
3. Court certified copy of Succession Certificate or probate of will or letter of administration or court decree or copy of will in terms of Indian Succession Act, 1925
4. Indemnity Bond duly attested/notarised on Non-Judicial Stamp Paper (NJS) of Rs.500/-
5. Affidavit from those legal heirs who are claiming the shares on NJS of Rs.100/- duly affirmed by S.E.M/ Notary Public/ Oaths Commissioner
6. Affidavit cum No Objection Certificate from all the other legal heirs who are not claiming the shares on NJS of Rs. 100/- affirmed by S.E.M./Notary/Oaths Commissioner or a copy of Family Settlement Deed duly notarized in case of absence of Succession certificate or Letters of Administration or Probate of Will or Will or Court Decree is provided
7. Proof of my/our identification
8. Attestation of my/our signature
9. My/Our passport size photograph with my/our signature on the reverse
10. Indemnity Bond for Will duly attested on Non-Judicial Stamp Paper (NJS) of Rs.500/-

I/We hereby request you to transmit the shares covered under Folio No. _____ standing in the name of the deceased in my/our name and enter my/our name(s) in the Register of Members of the Company.

Date :

Signature of the Applicant(s)

1.

2.

3.

Name and address of the witness

Signature of the witness

1.

1.

2.

2.

NOTES:

1. The Application should be typed.
2. Shares can be transmitted to the maximum of three legal heirs only.
3. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
4. If the applicant is/are illiterate, his/her/their thumb impression must be attested by a Magistrate or Notary Public under the seal of his office.
5. The Applicants should fill this form in the order in which their names should appear in the certificate.
6. The Death Certificate of the deceased shareholder, if not annexed in original should be duly attested either by Notary Public or any Gazetted Officer
7. N.O.C. should be in the format as enclosed duly affirmed by the S.E.M or Notary Public.
8. Proof of identification and Signature attestation has to be provided for each applicant separately.
9. Please furnish a passport size photograph of the applicant(s) duly signed by the applicant(s) on the reverse and copy of any two of the following, duly attested by S.E.M or Notary Public – Ration Card, Election Card, PAN Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc. as the proof of identification of the applicant(s).
10. Please furnish us with a letter from the Bank Manager of the bank where you have an account, identifying you and verifying your signature along with your account details for signature attestation.
11. Please do not furnish mere Xerox copies of the documents requested.
12. Please annex all the documents required along with this application itself to avoid delay in transmission process.