

TRANSMISSION PROCEDURE

Q.1 In case of joint holdings, in the event of death of one shareholder, how do the surviving shareholders get the shares in their names?

The surviving shareholders are required to submit a request letter supported by a self-attested copy of pan card of all surviving holders, an attested copy of the Death Certificate of the deceased shareholder and the relevant share certificates. It is advisable if the documents are accompanied by a duly executed Transmission Form. The form is available for download on the website.

The Company, on receipt of the said documents, will delete the name of deceased shareholder from its records and return the share certificates to the applicant/registered holder with the necessary endorsement.

Q.2 If a shareholder who held shares in his sole name dies without leaving a will, how can his legal heir/s (either husband/wife/son/daughter, etc.) get the shares transmitted in their names?

The legal heirs are required to obtain a Succession Certificate or Letter of Administration with respect to the shares. A true copy of the same, duly attested by the Court Officer or Notary, should be sent to the Company along with a request letter, pan card of all the claimants, transmission form and all original share certificates for transmission in their favour.

Q.3 If the deceased family member who held shares in his/her own name (single) leaves a Will, how do the legal heir/s get the shares transmitted in their names?

The legal heirs are required to get the Will probated by the High Court/District Court of competent jurisdiction and then send us a probated copy of the Will. This should be accompanied by a relevant schedule/annexure setting out the details of the shares, the relevant share certificates in original, the transmission form for transmission, self-attested pan card and address proofs of all the claimants.

Q.4 A and B had shares in SERVOTECH. Both of them died. How do I get the shares transmitted in my name?

To get the shares transmitted in your name, kindly obtain a Succession Certificate/Letter of Administration of the last deceased joint holder in your favour and follow the procedure for transmission of shares.

Q.5 I have already produced the attested/registered Will. Since getting it probated would take a long time and money, is it possible to avoid that procedure?

In order to ascertain that the Will in question is the last Will and testament made by the deceased, it is important that the same is authenticated/probated by the Court. This is to protect the interest of the investors at large and to obviate any future claims/disputes on the same.

Q.6 The name of a joint holder was included only for convenience by the first holder. I am the only heir. Could you transfer the shares in my name as per the will/probate?

As per law, the joint holder is deemed to be having indivisible ownership of the joint property and the Company cannot ascertain as to how or why the name was included. As per the Articles of Association of the Company, the surviving joint holders are the only persons recognised as having title to the shares.