



## Transposition of Name(s)

-For securities held in physical form, please submit the following:-

To interchange the order of names for full holding, for the securities held in physical form please find the following procedure. Also ensure that your folio is KYC compliant.

1. [Application Form for Transposition](#) duly completed and **signed by ALL the holders** as per the specimen signatures recorded with the Company. This form can be downloaded from our website.
2. Original certificates for the securities.
3. Self-attested copies of the PAN Cards of all the holders.
4. Original cancelled cheque of the first holder as per the transposed order.
5. Duly completed [Form ISR-1, Form SH-13 / Form ISR-3](#) and { [Form ISR-4 SEBI Format](#) } **OR** [ [Form ISR-4 Simplified](#) ].

In case you wish to interchange the order of the names for the purpose of dematerialising your securities, the form OA (available with your depository participant) may be duly completed in the desired order of names and submitted to them with the Dematerialisation Request Form and the certificates.

### **Important points to be noted:**

Investors are informed that after verification of the documents submitted and in case of change in signature / non-availability of signature / inability to sign due to old age or health problem / difference in name / requirements related to enhanced due diligence, additional documents will be called for, viz. Affidavit, Government Gazette, proof of identity / address, PAN and bank details, and such other additional procedures/documents, as applicable will be required to be submitted along with [Form ISR-2](#). The Company shall issue Letter of Credit upon successful execution of the above documents.

Investors are advised to submit an attested copy of any one of the following documents in case of Mismatch in Name on PAN Card vis a vis Share Certificate / Transposition Form-

- Valid Passport.
- Legally recognised Marriage Certificate.
- Gazette notification regarding Change in Name.
- Aadhaar Card.



### Deletion of Name(s) upon Demise of Holder(s)

- -For securities held in physical form, please submit the following:-
  - Procedure for deletion of either of the holder(s).
  - Ensure that your folio is KYC compliant.
- 1. [Application Form for Name Deletion](#) duly completed and signed by the surviving holder(s) as per the specimen signature(s) recorded with the Company.
- 2. Original death certificate or copy of death certificate, attested by the survivor subject to verification with the original (only in case of in person verification) or copy of death certificate, duly attested by a Notary Public or by a Gazetted Officer. Attestation by Notary Public / Gazetted Officer should mention their name, full address, registration number and affix their seal, Notarial Fee stamps, as applicable.
- 3. Self-attested copy of the PAN Card of the surviving holder(s), issued by the Income Tax Department.
- 4. Original security certificate(s).
- 5. Duly completed [Form ISR-1, Form SH-13 / Form ISR-3](#) and [[Form ISR-4 SEBI Format](#)] **OR** [[Form ISR-4 Simplified](#)]

The Company shall issue Letter of Credit upon successful execution of the above documents.