<u>Transmission of Physical Shares where Sole holder deceased & nomination is not registered</u>

For transmission of dematerialized shares, the shareholders are requested to contact their respective Depository Participants (DP) where their demat account is maintained.

Documents required for transmission of physical shares:

- 1. Transmission Request Form in Form ISR-5 (**Annexure-1**) duly signed by the legal heir(s)/ Claimant(s) along with the KYC documents in form ISR-1 (**Annexure-2**).
- 2. Original death certificate or Copy of death certificate attested by a notary public/gazette officer or copy of the death certificate attested by the claimant(s)/legal heir(s), subject to verification with original by the RTA/Listed Issuer.
- 3. Self-attested copy of Permanent Account Number Card of the nominee(s)/claimant(s)/legal heir(s) issued by the Income Tax Department
- 4. Copy of Birth Certificate (in case the claimant/legal heir is a minor)
- 5. KYC* of the Claimant Guardian (in case of claimant being a minor / of unsound mind).
- 6. Original security certificate(s)
- 7. Notarized affidavit from all legal heir(s) made on non-judicial stamp paper of appropriate value on identity and claim of ownership, as per the format provided in (Annexure-3).
- 8. In case the legal heir(s)/claimant(s) are named in the Succession Certificate or Probate of Will or Will or Letter of Administration or Legal Heirship Certificate(or its equivalent certificate), an Affidavit from such legal heir(s)/claimant(s), duly Notarised and as per the format provided in (Annexure-3), shall be sufficient.
- 9. Copy of any of the following documents:
 - a. Succession certificate: or
 - b. Probate of Will; or
 - c. Will, along with a notarized indemnity bond from the legal heir(s)/claimant(s) to whom the securities are transmitted, as per the format specified provided in (Annexure-4); or
 - d. Letter of Administration; or
 - e. Court Decree; or
 - f. Legal Heirship Certificate or its equivalent, along with (i) a notarized indemnity bond from the legal heir(s)/claimant(s) to whom the securities are transmitted, as per the format specified provided in Annexure E, and (ii) No Objection from all the non-claimants, duly attested by a notary public or by a gazetted officer as per the format provided in (Annexure-5).

The document should be Attested by the legal heir(s)/claimant(s) subject to verification with the original or duly attested by a notary public or by a Gazetted officer.

10 For cases where the value of securities is up to rupees five lakhs per listed entity as on the date of submission of complete documentation in case of securities held in physical mode and up to rupees fifteen lakhs per beneficial owner in case of securities held in dematerialized mode, instead of and where the documents mentioned in point 9 above are not available, the following documents may be submitted;

(i) no objection certificate from all legal heirs(s), as per the format provided in (Annexure-5) on non-judicial stamp paper of the value applicable in the state where the documents is executed, or copy of family settlement deed executed by all the legal heirs, duly attested by a notary public or by a gazetted officer; and

(ii) notarized indemnity bond made on non-judicial stamp paper of the value applicable in the state where the documents is executed, indemnifying the Share Transfer Agent/listed entity, in as per the format provided in (Annexure-4).

NOTE

*If not KYC compliant

 Attestation of photocopies/xerox copies should be done by a Magistrate/Notary Public/ Special Executive Magistrate or a similar authority holding a public office and authorised to use the seal of this office.

• Notarised documents should also contain Notary Serial no. / Register no. etc. as per the provisions of the Notaries Rules, 1956.

The above Documents to be sent to RTA on the below mentioned address

Name: Shri S Chandrasekaran

Address: M/s. Data Software Research Company Private Limited

19, Pycrofts Garden Road, Nungambakkam,

Chennai 600 006,

Phone No: +91 44 28213738, +91 44 28214487.

Email: bpcl@dsrc-cid.in

Procedure:

1. The Shareholder has to approach a Depository Participant (DP) for opening a demat account.

- 2. After opening the demat account the shareholder has to submit request letter in ISR-5 along with the KYC documents in form ISR-1 together with the above mentioned documents to the RTA.
- 3. After certain internal processes and approval from the appropriate authorities(s) and as per SEBI Circular dated 18.05.2022, RTA will send the Letter of Confirmation (LOC) to the legal heir(s)/claimant(s) and retain the Physical share certificate and deface the certificate with a stamp "Letter of Confirmation Issued" on the face / reverse of the certificate.
- 4. The LOC will be valid for 120 days from the date of its issue, within which the shareholder shall make a request to the DP for dematerializing the said securities.
- 5. DP shall generate the demat request on the basis of LOC and forward the same to the Issuer Company / RTA for processing the demat request.
- 6. After receiving the demat request form from DP, the RTA will process the same and credit the shares to the demat account of the applicant.
- 7. The RTA / Issuer Companies shall issue a reminder after the end of 30 days, 60 days and 90 days from the date of issuance of LOC, informing the applicant to submit the demat request as above, in case no such request is received by the RTA / Issuer Company.
- 8. In case the Shareholder fails to submit the demat request within the aforesaid period of 120 days from the date of issue of LOC, RTA / Issuer Company shall credit the securities to the Suspense Escrow Demat Account of the Company. The Shares can subsequently be claimed back by the shareholder by applying in the format in Form ISR-4 by ticking the appropriate service request.

Request for Transmission of Securities by Nominee or Legal Heir (For Transmission of securities on death of the Sole holder)

Annexure-1 – ISR 5

To:

The Listed Issuer/RTA,

Mobile No.+91

(Address)				
	(Name of the Listed	Issu	er/RTA)	
Name of the Claimant(s) Mr./Ms.	_ `		,	
Name of the Guardian in case the claimant is	a minor → Date of Bir	th of th	ne minor*	
Mr./Ms				
Relationship with Minor: Father Mother	□ Court Appointe	ed Gua	ardian*	
[Multiple PAN may be entered] PAN (Claimant(s)/Guardian):		∐ □ KY(3
Acknowledgment attached ☐ KYC form attached Tax Status: ☐ Resident Individual ☐ Resident Min	vor (through Cuardian)	MDI	□ PIO	□ Others
(please specify)	or (trirough Guardian)	INIXI		
*Please attach relevant proof				
I/We, the claimant(s) named hereinabove, her mentioned Securities Holder(s) and request deceased holder(s) in my/our favour in my/our □ Nominee □ Legal Heir □ Successor to the Estate of the deceased	t you to transmit the capacity as –	secu	ırities he	
Name of the deceased holder(s)			Date of	F
			demise	
1)			DD / M	M / YYYY
2)			DD / M	M / YYYY
3)			DD / M	M / YYYY
**Please attach certified copy of Death Certifica	nte.			
Securities(s) & Folio(s) in respect of which I requested		rities	is being	3
		1	lo. of	% of
Name of the Company	Folio No.	Se	curities	Claim@
1)				
2)				
3)				
4)				
@As per Nomination OR as per the Will/Pro				
Administration/ Legal Heirship Certificate (or its if applicable.	s equivalent certificate)/ Cou	ırt Decre	e,

Contact details of the Claimant (s) [Provision for multiple entries may be made]

Tel. No. STD -

Email Address		
Address (Please note tha KYC Registration Agency rec	t address will be updated as per ad ords)	ldress on KYC form /
Address Line 1		
Address Line 2		
City:	State PIN	
Bank Account Details of the	e Claimant	
Bank Name		
Account No.		11-digit IFSC
A/c. Type (√) □SB □Current	□NRO □NRE □FCNR	9-digit MICR No.
Name of bank branch		
City PIN		
securities holder(s) by direct	e UNCLAIMED amounts, if any, in ct credit to the bank account men (Please tick√ whichever is applica	ntioned above.
Occupation □ Private Sect □ Business □ Professional	or Service □Public Sector Servic	e □Government Service
□Agriculturist □Retired □H	lome Maker □ Student □Forex De (Please specify)	ealer □ Others
The Claimant is □ a Politica Person □ Neither (Not appl		to a Politically Exposed
Gross Annual Income (₹) 25 Lacs-1crore □ >1 crore	□Below 1 Lac □1-5 Lacs □ 5-	I0 Lacs □10-25 Lacs □
FATCA and CRS informatio	n	
Country of Birth Nationality	Plac	ce of Birth
Are you a tax resident of any If Yes, please mention all the	y country other than India? ☐Yee countries in which you are resided cation Number and its identification	nt for tax purposes and the
Country	Tax-Payer Identification Number	

Nomination@ (Plea	se √ one of the options	s below)		
□ I/We DO NOT v nominate anyone)	vish to make a nominat	tion. <i>(Please ti</i>	ck√ if you do	not wish to
described in the	ake a nomination and he attached Nomination to find the first of the first to find the first to find the first to find the first to find the first	•	•	
@ Guardian of a mi	nor is not allowed to m	ake a nominati	ion on behalf	of the minor
I/We have attached	gnature of the Claima I herewith all the relection	vant / required	d documents	as indicated in the
I/We confirm that the knowledge and believed.	ne information provide ef.	d above is tru	e and correc	t to the best of my
I/We	undertake		to	keep (Name of the
	informed about any c ertake to provide any ot			above information in
I/We	her	eby		authorize (Name of the
my holdings in the	TA to provide/ share ar (Name of the Compar as required by law w	ny) to any gov	ernmental or	d by me/us including statutory or judicial
Place				
Date		Signature of C	Claimant _(S)	
□ Copy of Birth Cer □ Copy of PAN Car □ KYC Acknowledg □ KYC form of Clai □ Cancelled cheque Statement/Passbe □ Nomination Form □ Annexure D - Indi □ Original security of □ Annexure E - Bor	ertificate of the decease tificate (in case the Cla d of Claimant / Guardia ment OR mant e with claimant's name book duly completed vidual Affidavits given l	imant is a mind in printed OR EACH Legal He	□ Clair eir	mant's Bank

^{*}Note: For transmission service requests, Form ISR-4 as per SEBI circular SEBI/HO/MIRSD_MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 will not be required.

Form ISR - 1

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in p	i physical form
---	-----------------

Date: / /	

A. I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

PAN		Bank details	Signature
	Mobile number	E-mail ID	Address

B. Security Details:

Name of the Issuer Company	Folio No.:		
Name(s) of the Security holder(s)	1.		
as per the Certificate(s)	2.		
	3.		
Number & Face value of			
securities			
Distinctive number of securities	From To		
(Optional)			

C. I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	✓	Document /	Instruction / Remark
		Information	
		/ Details	
1	PAI	N of (all) the (jo	pint) holder(s)
		PAN	II .
			<i>'</i>
		Whether it is Valid (linked to Aadhaar): ☐ Yes ☐No	PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4
2		Demat	II .
		Account	
		Number	Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

Name					
Signatur	e	√			
G .		,	Holder 1	Holder 2	Holder 3
Dec	larat	ion: All the abo	ove facts stated are true and corre	ect.	•
(str	ike of	f what is not a		, , ,	
Aut		-	use Separate Annexure if extra spo		• • • • • • • • • • • • • • • • • • • •
Δut	horiz	ation: / We :	authorise you (RTA) to update the	above PAN and KYC det	ails in my / our folio (s)
#	In cas	e it is not prov	ided, the details available in the C	ML will be updated in th	e folio
* (or any	date as may be	specified by the CBDT	(DP: Depository Partic	ipant)
6		Mobile		#	
		address		#	
5	5	E-mail	1 assuouk of bank statement att	CSIEW DY LITE DATIK #	
			original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank #		
				J	er nrinted on it or Rank
			IFS Code:	vide the following:	
			Branch Name:		
			Bank Name:		
4	1	Bank details	Account Number:	·	
			The proof of address in the		
			Custodians (which are duly not gives the registered address sh		d or consularised) that
			For FII / sub account, Powe		-
			Financial Institutions.		
			Central/State Government an Authorities, Public Sector Under Signal Sector Under Signal Sector Under Sec	•	, , ,
			Identity card / document	•	
			Not more than 3 months old.		
			Utility bills like Telephone	Bill (only land line), Ele	ctricity bill or Gas bill -
			License / Flat Maintenance bill		
		holder	Valid Passport/ Registered	_	t of Residence / Driving
		the first	Client Master List (CML) of		
		Address of	Client Macter List (CMI) of	Vour Demat Account in	rovided by DD

of Any one of the documents, only if there is change in the address;

Proof

PIN

Mode of submission of documents to the RTA

Please use any one of the following mode;

- 1. In Person Verification (**IPV**): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)
- 2. In hard copy: by furnishing self-attested photocopy(ies) of the relevant document, with date
- 3. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents
- 4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility

Note

- It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios).
- Upon receipt or up-dation of bank details, the RTA will automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.
- RTA shall update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.
- RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.

• Specimen Signature	 Provide banker's attestation of the signature of the holder(s) as per Form ISR - 2 in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 03, 2021) and original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank
Nomination**	 Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR-3, in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/ CIR/2021/655 dated November 03, 2021 Change in Existing Nomination: Please use Form SH-14 in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 Cancellation of Existing Nomination: use Form SH-14 & Form ISR - 3

^{**} Nomination (Form SH-13 or SH-14) / 'Declaration to Opt-Out of nomination' (Form ISR – 3), has to be furnished by the holder(s) separately for each listed company.

(Page 3 & 4 is for information to investors; print out of the same is not required)

Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	'Exemptions/clarifications to PAN', as provided in clause D to 'Instructions/Check List for Filing KYC Forms' in Annexure – 1 to <u>SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011</u> on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
4	Major mismatch in Signature or its non-availability with the RTA Mismatch in Name	 Banker's attestation of the signature of the holder(s) as per Form ISR – 2 Original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank Furnish any one of the following documents, explaining the difference in names; Unique Identification Number (UID) (Aadhaar) Valid Passport Driving license PAN card with photograph Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions Marriage certificate
		Divorce decree
5	Present address of the holder is not matching with the address available in the folio	 RTA shall issue intimation to both the old and new addresses. In case where the letter is undelivered at the old address, RTA shall not insist for any proof of the old address provided the current address proof is in the form of an address proof issued by a Government Authority. The above procedure will be applicable for request for change in address of the holder also

(Page 3 & 4 is for information to investors; print out of the same is not required)

Annexure-3

Individual Affidavits to be given by ALL the Legal Heirs OR Legal Heirs named in Succession Certificate*/ Probate of Will*/ Will*/ Letter of Administration*/ Legal Heirship Certificate*(or its equivalent certificate)*/Court Decree*

(For Transmission of securities on death of Sole Holder where NO NOMINATION has been registered)

Each Deponent (legal heir) shall sign separate Affidavits.

(To be executed on a non-judicial stamp of appropriate value and Notarized)

	l,		Son	1
	daughter			of
	residing			at
		ereby solemnly af	firm and state on c	 path
	as follows. That Mr. /Mrs		@ ("t	he
	deceased holder") held the following holder:	g securities in his	/ her name as sing	gle
	Company Name	Folio No.	No. of securities	s held
)				
2)				
3)				
	□ That the aforesaid deceased hold the following persons as the only Certificate/ Legal Heirship Certificate/ Decree dated	/ surviving heirs : icate(or its equiv _ / according to governed at the tir	as per the Succes ralent certificate)/C the Law of Intes	sion ourt state
		OR		
	☐ That the aforesaid deceased hor persons as the legatees as p Administration dated ar	er the Will/ Pro	bated Will/ Lette	_
		4 44 5 1 4	£ 180:114/ 180:114/ 1 4/	

A copy of the Succession Certificate*/ Probate of Will*/ Will*/ Letter of Administration*/ Legal Heirship Certificate*(or its equivalent certificate)*/ Court Decree* is attached herewith.

	Name of the Heir(s)	Name of the Legal Address and contact details Heir(s)		Age	Relation with the Deceased			
1)								
2)								
3)								
That among the aforesaid legal heirs, Kum. aged years is a min being represented by Mr./Ms. \$\frac{1}{2}\$ being his / I mother / legal guardian.						a mino		
X					Signature o	of the D	Deponent:	
	correct and noth contract and ent the deceased.	•					•	
Solem X	nnly affirmed at			S	ignature of	f the D	eponent:	
_			Signed be	efore me				
	Place:							
	Date :							
				<				
				Signature of	of Notary wi of Nota		cial Seal egn. No.	
	* strikeout which # = Name of the \$ = Name of the	legal heir		ne of the dec	ceased secu	urity ho	lder	

To be executed in the presence of a Public Notary / Gazetted Officer Note:

Bond of Indemnity to be furnished jointly by all Legal Heir(s) including the Claimant(s) (To be submitted on Non-judicial Stamp Paper of appropriate value)

[For Transmission of Securities on death of Sole Securities' Holder, where no nomination has been registered]

I/We do hereby solemnly affirm and state on oath as follows:

That Mr. following		ırities:		<u>Na</u>	me of the decease	<u>ed holde</u>	<u>r</u>	was	holding	the	
Name Compar	of		Certifica	ate No.	Distinctive No	. Fol	io No.	No. of securities			
1											
2											
3											
4											
surviving which he	lega s/she	l heirs was g	s, accordi joverned	ing to the	nd him/her the foll laws of intestate s e of his/her death	successi	on applica	ble to	him/he		
Name of the Legal Heir(s)/Claimant(s)			Address and contact details			Relationship with the Deceased					
1											
2											
3											
4											
					OR		1				
nominee	, leav	ing b	ehind hii		lied on	s as the		_	stering legal h	•	
Name of Heir(s)/C	the L	_egal			Address and contact details		Relations Decease	•	with	the	
1											
2											
3											

approached	(Name of the Company/RTA)_with a
request to transmit the aforesaid securities [Name(s) of heir(s)/claimant(s)]	in the name of the undersigned Mr. /Ms. the legal #, on my/our
behalf, without insisting on production of a Suco of Administration or any Court order, for who contained and on relying on the information hotrue.	ccession Certificate/ Probate of Will / Letter nich we execute an indemnity as is herein
In consideration therefore of my/our request to the name of the undersigned Mr. /Ms. [Name(s	
heir(s)/claimant(s)	Company/ Issuer and any RTA] and its ragainst all losses, costs, claims, actions, s, etc., whatsoever which they may suffer d securities as herein above mentioned, at Mr./Ms. [Name(s) of the legal #, without
insisting on production of a Succession Certificator any Court order.	ate / Probate of Will / Letter of Administration
IN WITNESS WHEREOF the said 1) Mr. /Mswitness)	
And 2) Mr. /Ms Name and si hereunto set their respective hands and seals t	
Signed a	nd delivered by the said legal heir/s.
Name the Legal Heirs	Signature of the Legal Heirs
1	X
2	X
3	X
(*) = Name of the deceased security holder Signed before	(#) = Name of the claimant/s
at:	
on:	
Signature of Notary	
Official stamp & seal of the Notary & Regn. No.	:

Note: To be executed in the presence of a Public Notary / Gazetted Officer

[To be submitted in non-judicial stamp paper of appropriate value]

No-Objection Certificate from the Legal Heir(s)

Format of NOC from other Legal Heir(s) for Transmission of Securities in favour of the Claimant(s) wherein the Sole Holder is deceased and NO NOMINATION has been registered

<u> </u>	DECLARATION	
I/We, the legal heir(s) of late Mr. / Ms declare as follows –	(name of	the deceased holder)
(i) That the above named deceased hold his / her name as single holder:	der was holding the	following securities in
Name of the Company	Folio No.	No. of securities held
1)		
2)		
3)		
(ii) That the deceased had died intestate	e on DD/MM/	Y Y Y y and without

- (iii) That the following Claimant(s) has/have applied for the transmission of the aforesaid securities:

Name of the Claimant(s)	Address and contact details	Age	Relationship with the deceased
1)			
2)			
3)			

(iv) That I / We are the legal heir(s) of the deceased holder, apart from the Claimant(s)who has/ have applied for transmission of the aforesaid securities and our details are as follows:

Name of the Legal Heir(s)	Address	and contact details	Age	Relationship with the deceased
1)				
2)				
3)				
(v) I / we hereby declare that title to the aforesaid securelinquish & renounce all shall have no legal claim (vi) Accordingly, I / we decla (Name of the of the Claimant(s) Mr. / M	urities held by my /our rights upon said seco re that I / we h Company) trar	the deceased and I / in respect of the afore urities in future.	we he said se WHAT securit	reby wilfully curities and SOEVER in
(vii) I / we hereby state that my/our knowledge and no Name(s) and Signature(s) 1 2	othing has bee of Legal Heir(s)	n concealed therein.	nant(s):	
	VERI	FICATION		
We hereby solemnly affirm knowledge and nothing has and entitled to rights and be	been conceale	ed therein and that we	are com	
Solemnly affirmed at				
Deponent(s) (1)	(2)	(3)		