



## INSTRUCTIONS

### GENERAL

1. **Specimen signature(s) of the holder(s) under Item M is / are to be attested by Bank Manager** under his name, full address and official stamp of the bank. **In case of attestation by multiple banks, separate letters / sheets may be attached.**
2. In case of change of name/ status consequent to marriage/ divorce/ obtaining majority, the bank attestation should be in respect of the holder(s) whose name/ status is/ are being changed. The signature(s) of the other holder(s) in the account, if any, should be as per the specimen signature(s) recorded with the Company.
3. It is mandatory to submit self-attested copies of PAN Cards of all the holder(s) under Item G. (Copy of PAN Card may be substituted with ID proof in case of residents of Sikkim after Furnishing address proof)
4. **IN CASE OF NAME DELETION / TRANSMISSION (FOR CHANGE FROM MINOR TO MAJOR AND CHANGE OF NAME CONSEQUENT TO MARRIAGE / DIVORCE)**

NAME DELETION: In a Joint Account no names can be deleted apart from the name of the deceased nor can any fresh names be added. Original death certificate or legible copy of death certificate attested by the survivor subject to verification with the original (only in case of IPV) or copy of death certificate duly attested by a Notary Public or by a Gazetted Officer.

### TRANSMISSION:

- i. For change from **Minor to Major**, legible copy of birth certificate / school leaving certificate wherein name is the same as that on the securities, duly attested by Notary Public / First Class Magistrate, is required to be submitted.
- ii. For change of name consequent to **marriage/ divorce**, legible copy of marriage certificate / Government Gazette/ divorce decree wherein name is the same as that on the securities, duly attested by Notary Public / First Class Magistrate, is required to be submitted

NOTE: Attestation by Notary Public / First Class Magistrate / Gazetted Officer should mention their name, full address, registration number and affix their seal, Notarial / Court Fee stamps, as applicable.

### 5. **IN CASE OF AMALGAMATION**

- i. Amalgamation of folios can be done only if, order of names are identical in all accounts.
- ii. Only one form is required to be filled even if more than one folio is to be amalgamated.
- iii. There is no need to fill up Item G.
- iv. Mention the new Regd. Folio No. in Item K into which the securities are to be amalgamated.

### **PARTICULARS OF SHARE / DEBENTURE / BOND CERTIFICATE(S) CONTINUED FROM ITEM – E OVERLEAF.**

CERTIFICATE	DISTINCTIVE NOS.	NO. OF SECURITIES

Kindly provide the original cancelled cheque leaf bearing the name of the first holder as indicated in Point G, failing which the security holder shall submit copy of bank passbook / statement attested by the Bank for updating the bank details and release of the outstanding dividends, if any.