COMPUTECH

Dear Sir / Madam :

Sub: TRANSMISSION OF SHARES

We regret to note the sad demise of the shareholder.

The following formalities would be required from you for transmitting the shares in your name:

1) If the deceased has left a Will, please send us the original probate of the Will or a Court Certified copy thereof together with the original share certificate(s).

2) If the deceased has not left any Will, please send us the Succession Certificate or Letter of Administration for the estate of the deceased, which should be inclusive of shares held by him/her in the above company or Court Certified copy thereof along with the original share certificate(s).

3) Transmission Form.

4) Letter of "No Objection", duly signed, from the legal heirs other than those whose names appear in the legal document(s), such as Succession Certificate/Letter of Administration/ Probate.

For transmission of shares, without the production of the aforesaid necessary legal representation, the following documents are required:

1) An Affidavit on non-judicial stamp paper of Rs. 100/- declaring the names of all legal heirs of the deceased duly signed before a Notary Public.

2) Letter of "No Objection", duly signed, from the legal heirs other than those in whose names the shares are to be transmitted. Their signatures on the said letter should be notarized.

3) Indemnity Bond, on non-judicial stamp paper of Rs. 200/- (as per attached draft) to be executed by the legal heirs along with two Sureties, indemnifying the company against any loss or damage it may incur on account of such transmission.

4) The Sureties should be individuals of sound financial standing, not closely related to the principal party.

5) Original / Notarized copy of the Death Certificate of the deceased shareholder as also the original share certificate(s) held by the deceased.

6) Transmission Form.

Only on receipt of the aforementioned, will we be able to take up the matter further.

Thanking You

Yours faithfully,
For **Computech Sharecap Limited**

COMPUTECH SHARECAP LIMITED 147, MAHATMA GANDHI ROAD, 3RD FLOOR, OPP. JEHANGIR ART GALLERY, FORT, MUMBAI - 400 023. TEL. : 2267 1824-25-26 FAX : 2267 0380
Visit us at : www.computechsharecap.com

TRANSMISSION FORM

____

MUMBAI

I/We, the undersigned ____

____

__________ of ______________________________________ and __________

______________________________ of ______________________ being

the Executors of the Will
Administrators of the Estate
Successors of the Estate
Legal Heirs

of ____

of which probate
under Letters of Administration
under Succession Certificate

duly granted to me/us on the ________________

under Indemnity Bond executed by me/us as per Board Resolution dated _______ hereby request you to register me/us as Member(s) of the Company in respect of the ____ shares in your Company numbered ______________________________ ______________________ inclusive now standing in the name of the deceased in the Register of Members of your Company.

Dated ___________ day of _______________ 20

Witness ____________________
Address ____________________
____
Signature of Witness ________________

Signature ____________________

Father's/Husband's Name ________________
____
____

Occupation ____________________
Full Address ____________________
____
____

Transmission No. ______________
Received on ________________
Directors ____________________
____

Date

Folio __________ Date __________ 20
Specimen Signature
____
____

INDEMNITY (ON NON-JUDICIAL STAMP PAPER OF RS. 200/-) DULY NOTARIZED

TO ALL WHOM THESE PRESENTS shall come we ______________________________
____
____
and * ______________________________ send greetings
WHEREAS ______________________________
was at the date of his/her death as hereinafter more particularly mentioned the registered holder of ______________________________
shares bearing Nos. ______________________________
____
of the nominal value of rupees ______________________________ each in THE ______________________________ a joint stock company Incorporated and registered under the Indian Companies Act (hereinafter called the Company) AND WHEREAS the said ______________________________ departed his life on or about the ____________ day of ____________ Two thousand and ______________________ Intestate and without leaving any debts and leaving him/her surviving ______________________________ viz.: ______________________________
______________________________ respectively AND WHEREAS the said ______________________________
______________________________ has/have applied to the Company to transfer the said shares which still stand in the name of the said ______________________________ into the name(s) of the said ______________________________
____
______________________________ and to pay him/her/them the dividends thereon which the company hath agreed to do upon the said ______________________________
____
______________________________ as Principal(s) of the said ______________________________ as Surety executing unto the Company such Indemnity as hereinafter contained, NOW KNOW YE AND THESE PRESENTS WITNESS, that they the said ______________________________
____
______________________________ and * ______________________________
______________________________ for themselves, their heirs, executors, administrators and assigns do hereby covenant with the company its successors and assigns that they the said covenanting parties, jointly and severally, their heirs, executors, administrators and assigns will on the company transferring all the said shares into the name(s) of the said ______________________________
____
______________________________ and paying him/her/them the dividends

* Name of Surety

already due thereon, at all times, save, defend and keep harmless and indemnified the said company, its Successors and assigns and its and their estates and effects and the Directors, Agents, Secretary and Shareholders of the said company, their heirs, executors, administrators and assigns and their and each of their estates and effects from and against all actions, causes of actions, suits, proceedings, accounts, claims, and demands whatsoever at Law or in Equity or otherwise howsoever for or on account of the said Shares or dividends thereof or any part thereof or otherwise in connection with the said Shares on the part of any person or persons whomsoever and from and against all damages, costs, charges and expenses in respect thereof or otherwise howsoever in relation to the premises.

In terms of no objection and consent letter dated ______________________ duly signed by ____ the shares be transmitted to the name of ____.

IN WITNESS WHEREOF the said ____________________________________ ____ ______________________________ and * ________________________________ ___________________________________ have hereunto set their respective hands and seals this ________________________________ day of __________________ ____.

Signed, Sealed and delivered by the said:

____

__________________________________   ________________________________

__________________________________   ________________________________

__________________________________   ________________________________

in the presence of –   Surety

____

* Name of Surety

AFFIDAVIT BY LEGAL HEIRS OF A DECEASED SHAREHOLDER / DEBENTUREHOLDER FOR TRANSMISSION OF SHARES / DEBENTURES

To be executed on non-judicial stamp paper of Rs. 100/- as per the Stamp Act of the state in which executed, duly notarized)

I/We ______________________________ aged about _______ years (respectively), residing at ______________________________ ______________________ do solemnly affirm and declare as follows:

1. That ______________________ equity shares/debentures in ___________ ______________________________ Ltd bearing distinctive numbers from ________________ to ________________ of the face value of Rs. ________________ each are registered in the name of Late Shri/Smt. ____ ______________________________ in the nook of the company.

2. That Late Shri/Smt. ______________________________ died intestate on ________________ at ______________________________.

3. That the following are the only heirs of the late Shri/Smt. ___________________ ______________________________

   (i) Shri/Smt. ______________________________ aged ___________ residing at ______________________________.
   (ii) Shri/Smt. ______________________________ aged ___________ residing at ______________________________.
   (iii) Shri/Smt. ______________________________ aged ___________ residing at ______________________________.

4. That the late Shri/Smt. ______________________________ not sold, transferred, pledged or otherwise disposed off the said share(s)/debenture(s).

5. That the said shares/debentures were the separate and self acquired property of the late Shri/Smt. ______________________________.

6. That under the Law the person(s) mentioned in paragraph 3 above is/are entitled to inherit the aforesaid shares/debentures severally/jointly.

7. That the late Shri/Smt. ______________________________ has left no other heir than those in paragraph 3 above and the person(s) mentioned is/are his only legal heir(s).

8. That I/we therefore request the company to transmit the aforesaid shares/debentures and register them in my/our name(s) in the books of the company without production of Probate, Succession Certificate or Letters of Administration.

Dated this ______________________________ Signature of the Deponent(s)

Before me Signature and Seal of Notary Public/Magistrate

FORM TO BE SIGNED BY THE SURETY
PROPOSED FOR THE INDEMNITY AGREEMENT

1.	Name in Full	: ______________________
2.	Permanent Residential Address	: ______________________ ______________________ ______________________
3.	Age	: ______________________
4.	(a) Name and Address of the company in which the Surety is employed	: ______________________
	(b) Total salary and other emoluments received during the year	: ______________________
5.	(a) Full Name and address of the Firm, where the business is carried on	: ______________________
	(b) Nature and value of the business	: ______________________
	(c) Annual Turnover	: ______________________
	(d) Annual Profits	: ______________________

I hereby confirm that the information given above is true in facts and I am not a relative of the share holder(s)/debenture holder(s) who are applying for the issue of transmitted certificate(s) in question.

Dated ______________________ ______________________

(Signature of Surety)