

Dear Sir,

Please submit following documents for process the transfer

1. Send documents again with a letter that seller is not traceable with efforts which you have done to tracing the seller.
2. A request letter for re validation of transfer deed as per Performa attached
3. Copy of Aadhar Card /Passport/Driving License of the transferee
4. An undertaking that the transferee will not transfer/demat the physical securities until the lock-in period.
5. An Indemnity as per Performa
6. A dd in favor of Company payable at Delhi for approx Rs. 35400/- (inclusive of GST) for advertisement cost.

After receiving above documents company/RTA will publish advertisement in one English language national daily newspaper having nationwide circulation and in one regional language daily newspaper published in the place of registered office of the listed entity is situated giving notice of proposed transfer and seeking objection if any to the same within a period of 30 days from the date of advertisement.

After receiving advertisement charges company/RTA will publish advertisement and if not recd any objection within 30 days we will transfer shares in transferee name with lock-in of 6 months from the date of transfer.

Thanks

Application for extension of time

To,

The <<NAME OF COMPANY>>

<<address of company

*Subject:* Extension of time

Dear Sir,

I beg to apply for extension of time, and request you to kindly accord the same at an early date.

The brief particulars in respect of my holding are as under:--

1. Name and address of the applicant seeking extension of time
2. Number and nominal value of the shares involved in each instrument of transfer
3. Name of the transferee
4. Date of execution of the transfer
5. Date of expiry of the period of validity of the instrument of transfer in question
6. Whether the applicant is still the rightful holder of the transfer forms
7. Name of the person in whose favor the share stand registered in the books of the company
8. Reasons given by the applicant for the extension of the time asked for

Dated .....

Signature: .....

Enclosure required for extension of time

1. Original Transfer Form (7B)
2. Photo copies of all share certificate(s) (Front and Back)
3. Copy of Purchase proof
4. Copy of Address proof (with photo ID)
5. Copy of Pan-card

**ANNEXURE A**

To be reproduced on Non-Judicial Stamp Paper or franked with equivalent amount and duly notarized

**Undertaking -cum- Indemnity bond**

This Undertaking - cum – Indemnity Bond is made and executed on \_\_\_ July, 2018 at-----

**By**

Mr./Ms. \_\_\_\_\_ son / daughter / wife of \_\_\_\_\_ and Mr./Ms.  
\_\_\_\_\_ son /daughter / wife

of \_\_\_\_\_ residing at  
\_\_\_\_\_

having permanent address at \_\_\_\_\_ (hereinafter called as “**Indemnifier**”, which

expression unless it be repugnant to the context or meaning thereof, mean and include my / our legal heirs, successors, administrators and assigns) of the one Part

**In favour of**

M/s \_\_\_\_\_, a Company duly incorporated under the provisions of

Companies Act, 1956 (since replaced by the Companies Act, 2013) and having its Registered Office at \_\_\_\_\_,

(hereinafter called as “**Indemnified**” which expression unless it be repugnant to the context or meaning thereof, mean and include its successors, administrators and assigns) of the Other Part and.

**WHEREAS:**

I/ We have purchased the following securities from the seller (s) Mr. \_\_\_\_\_ and -----  
- \_ for a

Consideration amount of Rs. \_\_\_\_\_

Folio No:

Certificate No:

Distinctive Nos:

I/ We have lodged duly executed Transfer deed / Securities Transfer Form along with the original certificates for the aforesaid securities with the Company/ RTA for transfer of the securities in my / our favour.

**In consideration of the Company approving the aforesaid securities in my/our favour:**

I/ We shall indemnify and keep indemnified and saved, harmless \_\_\_\_\_ the Company. its management, officers, staff, the RTA M/s \_\_\_\_\_, its management, officials, staff from and against (i) any harm, loss, damage or injury, (ii) any claim or demand and (iii) any suit, action, litigation or other proceedings whatsoever, that the Company / RTA management, officers, staff, may suffer or incur or may be called upon to suffer or incur (including all costs, charges and expenses incurred or required to be incurred on prosecuting or defending any suit, action litigation and/or proceedings) by reason of or as a consequence of the Company transferring the securities to my / our name(s) the -----

I/ We acknowledge, understand, accept and admit that this Undertaking – cum – Indemnity Bond shall be equivalent to the value of the shares at prevailing market price with all the benefits accrued on the transacted shares and it shall be binding upon my / our legal heirs, successors, administrators and assigns.

Signed by the Indemnifier in the presence of the Magistrate / Notary Public and following witnesses on the date and place first written herein above;

Indemnifier(s) First named transferee:

Indemnifier(s) Second named transferee:

Name and full address of Magistrate / Notary Public (Affix Official Seal and Notarial / Court Fee Stamp, as applicable)

Registration No.

Notary Register at Book No. ----- Serial No. ----- Witnesses:

1. Name: \_\_\_\_\_  
Add: \_\_\_\_\_  
Sign: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Add: \_\_\_\_\_  
Sign: \_\_\_\_\_