

DELETION OF NAME(s) OF DECEASED JOINT-HOLDER(s)
PROCEDURE & DOCUMENTS REQUIRED

If the shares are held in joint names and any of the joint holder/s is/are deceased. the surviving joint holder/s will have to submit the following documents:

1. Original Share Certificates of entire shareholding.
2. Duly Attested copy of Death Certificate of the Deceased Joint-Holder/s.
3. Request Form for Deletion of Deceased Joint-Holder/s Name/s as per attached format.
4. Self attested with date copy of PAN Card & Voter-Id/Aadhaar Card of the surviving Joint-Holder/s.
5. A Cancelled Cheque Leaf in the name of the First/Sole surviving shareholder.

Please Note the followings :

1. 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) as per Form **ISR-1**, **ISR-2** and Nomination as per Form **SH-13** for all the eligible folios.
2. As per SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 , the Folios wherein the aforesaid PAN, KYC and Nomination details are not available on or after April, 2023 shall be frozen by the RTA.
3. The Surviving Shareholder will furnish duly executed **Form ISR-4** which is a mandatory requirement as per SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8, dated January 25, 2022 on issuance of Securities in Dematerialized form in case of Investor Service Request.