

## Procedure for Name Deletion of Deceased Shareholders

1. Request letter for name deletion, duly signed by the surviving joint holder(s).
2. Duly signed Transmission service request in **Form ISR-4**
3. Duly signed Transmission form by the surviving shareholders in **Form ISR-5**
4. The original share certificates for the entire holding/s for deletion of name
5. Death certificate of Deceased shareholder.  
Provided in case of QR code appears in death certificate then you can provide photocopy of death certificate. In case if QR code does not appear in death certificate then you are requested to provide notarized copy of death certificate.
6. KYC\* of surviving shareholders

### Notes:-

- **\* KYC Documents of claimant(s)/shareholder(s)**
  1. KYC request in Form ISR-1
  2. Signature Attestation by Bank in Form ISR-2
  3. Nomination registration in Form SH-13 or Opt out of Nomination in Form ISR-3
  4. Original cancelled cheque leaf or Copy of Bank Passbook certified by Bank
  5. Self-attested and dated PAN and Aadhar card copy
- Company/RTA will process the request and will issue Letter of Confirmation and send it through registered/speed post to the postal address of Shareholder or through e-mail with e-sign and /or Digital signature
- Shareholder shall submit Demat Request with Depository along with Original Letter of Confirmation within 120 days from the date of issuance of Letter of Confirmation.
- In case of non-receipt of Demat request from the securities holder/claimant within 120 days of the date of Letter of Confirmation, the shares will be credited to Suspense Escrow Demat Account of the Company.

***Note: Furnishing of PAN, KYC details and Nomination is mandatory for holders of physical securities.***