

SEL/CLR/31/ 5466/2023

24<sup>th</sup> February, 2023

**TRANSMISSION OF SHARES IN PHYSICAL FORM:**

In case of death of Registered Shareholder(s) who has been holding shares in **PHYSICAL FORM**, Applicant(s) is / are requested to send application for Transmission of Shares in **PHYSICAL** at Admin Office of the Company situated at NRI Complex, Sector 54, 56, 58, Nerul, Navi Mumbai – 400706, Maharashtra, India. The **SCAN COPY OF APPLICATION** shall be sent forthwith at [manageradmin@nricomplex.in](mailto:manageradmin@nricomplex.in) and [cem@nricomplex.in](mailto:cem@nricomplex.in).

Applicant(s) would be the person in whose name Probate of Will **OR** Letter of Administration **OR** Heirship Certificate (or its equivalent certificate) **OR** Succession Certificate is issued by appropriate Authority / Court / Forum.

Applicant is requested to select either of the below applicable format for making application with the Company for transmitting shares in his / her / their Name:

A. Apply using format of [Exhibit - A](#) in following cases:

- When there is no Joint Shareholding; OR
- When Applicant is not surviving shareholder in case of Joint Shareholding.

**Note:** In both of the above cases, there will be Addition of New Name in shareholding.

B. Apply using format of [Exhibit - B](#) when Applicant(s) is / are Surviving Shareholder(s).

**Note:** In above case, there will be no Addition of New Name in shareholding.

**IMPORTANT NOTES FOR USING ABOVE FORMAT OF APPLICATION:**

- ✓ The Application and all documents as mentioned till Point No 4 should be typed.
- ✓ Please fill up the details as per documents that you are annexing. Please do not submit below formats as it is.
- ✓ If the applicant is / are illiterate, his / her / their thumb impression must be attested by Notary Public.
- ✓ Please annex all documents required along with this application itself to avoid delay in transmission process.
- ✓ The Equity Shares shall be transmitted in name of Legal Heir(s) as mentioned in PAN / Passport as the case may be.
- ✓ Copy of Probate of Will **OR** Letter of Administration **OR** Heirship Certificate (or its equivalent certificate) **OR** Succession Certificate shall be duly attested by Legal Heir(s).

**1. EXCEPTIONAL CASES OF TRANSMISSION OF SHARES IN PHYSICAL FORM:**

Above format of **Application in Exhibit A or Exhibit B** can-not be used by Applicant falling under following cases:

- **Issue of Duplicate Share Certificate Cum Transmission of Shares:** Where Share Certificate of 100 shares and / or 1900 shares have been lost before Transmitting shares in name of Legal Heir(s) but after:
  - Death of Shareholder; and
  - Registration of Property by CIDCO in name of Legal Heir.

- **Transmission of Shares in case where flat is auctioned:** Where the person has purchased the flat in Auction / E Auction under SARFAESI Act, 2022 and any other applicable law time being in force on default of repayment of Loan / Guarantee / Security by Owner of Flat.
- **Transmission of shares through Gift on inheritance:** Where the Donor(s) is dead after registration of gift deed but before transferring shares in name of Donee(s).


In above exceptional cases, the concerned person is required to contact Admin Manager and / or Chief Estate Manager of the Company via Email citing facts of the case along with necessary documents. Requisite guidance including format of application and documents shall be given in that regard.

## 2. **TRANSMISSION OF SHARES IN DEMAT FORM:**

It is pertaining to note that **if deceased shareholder(s) has / have shares in Demat form** then such shares shall be Transmitted in Demat Form only through Depository Systems / RTA. Legal Heir(s) is / are requested to contact their depository participants in order to know the process of Transmission of shares.

For further details, please contact **Mr. Krishna Panigrahi, Manager Admin of the Company** at +91 93204 20037.

**For and On Behalf of Seawoods Estates Limited**

  
**Meenakshi Bhalla**  
Director -Secretarial

