भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India

**Annexure-2**

**Transmission Request Form-cum-Undertaking for Quick Transmission Processing (QTP)**

**Where No Nominee is Registered**

**(To be submitted on Plain Paper)**

Tick (☐→☑) the boxes wherever applicable and fill in the details legibly.

To: Date: mm, dd, yyyy

<Company Name>/<Fund Name>/RTA Name/DP>

<Address>

<City> - <Pincode

## PART A – CLAIMANT AND DECEASED HOLDER INFORMATION

| | |
|---|---|
| **DP ID - Client ID / Folio No.** | |
| **Deceased Holder Name:** | |
| **Claimant Name** | |
| **Claimant PAN / PEKRN (Mention only number)** | |
| **Category of Claimant** | ☐ Parent ☐ Spouse ☐ Child ☐ Parent-in-law |
| **Documentary Proof attached** (Refer Annexure – A for the documents list) | |

## PART B – TRANSMISSION REQUEST FORM

I, the claimant named hereinabove, hereby inform you about the demise of the above-mentioned security/unit holder(s) and request you to transmit the securities/units held by the deceased security/unit holder(s) in my favor in my capacity as  Legal Heir  Successor to the Estate of the deceased  Administrator of the Estate of the deceased

## PART C – UNDERTAKING

I/We _____, legal heir(s) of Late Mr./Ms._____ ("Name of the Deceased Holder"), residing at _____ do hereby state and undertake as under:

1. The deceased holder held the following securities / MF unit holdings in his/her name as sole/single holder:

| S. No. | Company / Fund Name with Scheme Name | Folio No. / DP-Client ID | No. of Securities / Units / Shares Held | Certificate Number (for physical shares / securities) | Distinctive Numbers (for physical shares / securities) |
|---|---|---|---|---|---|
| 1 | | | | | From:<br>To: |
| 2 | | | | | From:<br>To: |
| 3 | | | | | From:<br>To: |

2. Above referred deceased holder died without registering any nominee.

3. That I/We are the legal heir(s) of the deceased as per the details in the below table and that we are the only legal heirs/legatees of the deceased holder.

| Name of the Legal Heir(s)* | Age | Relationship with the deceased |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

* Where any legal heir is a minor, such minor is represented herein by his/her natural/legal guardian.

Therefore, I/We, the Legal Heir(s)/Claimant(s), have approached _____ (Name of the Company / AMC / RTA / DP / Depository) with a request to transmit the aforesaid securities in the name of the

undersigned, Mr./Ms. _____ [Name(s) of the legal heir(s)/claimant(s)], on my/our behalf. I/We, am/are furnishing the documents as mentioned below for transmission of the securities in our name:

| S. No. | Document | Submitted | Remarks |
|---|---|---|---|
| 1 | Original Transmission Request Form (duly filled and signed) | ☐ | |
| 2 | **Self-attested** copy of Latest Client Master List (CML) of claimants' demat account | ☐ | |
| 3 | **Self-attested** copy of Verifiable Death Certificate of the deceased holder | ☐ | |
| 4 | Original Security Certificate / Statement of Account (if applicable). | ☐ | |
| 5 | If claimant is a minor – Copy of Birth Certificate or School leaving certificate/ Passport or Aadhaar (where the date of birth is available) – **Attested by the Guardian** (Natural or Legal). | ☐ | |
| 6 | KYC of Guardian (if claimant is a minor or of unsound mind). | ☐ | |
| 7 | Relationship Proof (where claimant is spouse, child, parent or parent-in-law) or Affidavit as per Annexure-B. | ☐ | |
| 8 | Nomination Form or Nomination Opt-Out form | ☐ | |
| 9 | FATCA-CRS Declaration in a prescribed format, wherever applicable | ☐ | |

| S. No. | Document | Submitted | Remarks |
|---|---|---|---|
| 10 | Signature of the Nominee/ Claimant shall be attested only by a Notary Public or a Judicial Magistrate First Class (JMFC) in lieu of banker's attestation (applicable only for transmission of units held in SOA) | ☐ | |

## PART D – OTHER INFORMATION ABOUT CLAIMANT (Applicable only for transmission of units held in SOA)

☐ KYC Acknowledgment attached ☐ KYC form attached

Tax Status: ☐ Resident Individual ☐ Resident Minor (through Guardian) ☐ NRI ☐ PIO / OCI ☐ Others (please specify)

Contact details of the Claimant

| | |
|---|---|
| **Mobile No.** \| \| \| \| \| \| \| \| \| \| | **Tel. No. STD -** |
| **Email Address** | |
| **Above mobile belongs to:** ☐ Self ☐ Spouse ☐ Dependent parent(s) ☐ Son ☐ Daughter | |
| **Above email belongs to:** ☐ Self ☐ Spouse ☐ Dependent parent(s) ☐ Son ☐ Daughter | |

**Address** (Please note that address will be updated as per claimant's address on KYC form / KYC Registration Agency records)

| | | |
|---|---|---|
| Address Line 1 | | |
| Address Line 2 | | |
| City: | State | PIN \| \| \| \| \| \| |

Bank Account Details of the Claimant

| | |
|---|---|
| Bank Name | |
| Account No. | \|11-digit IFSC \| \| \| \| \| \| \| \| \| \| \| |
| A/c. Type (✓) ☐SB ☐Current ☐NRO ☐NRE ☐FCNR \| 9-digit MICR No.\| \| \| \| \| \| \| \| \| | |
| Name of bank branch | |
| City | PIN \| \| \| \| \| \| |

Please attach & tick✓ ☐Cancelled cheque with claimant's name printed **OR** ☐ Claimant's Bank Statement/Passbook

## PART E – DECLARATION AND RESPONSIBILITY CLAUSE

I/We confirm that the above documents have been submitted and that the information, facts, and particulars furnished by me/us in this undertaking and the accompanying documents are true, correct, and complete to the best of my/our knowledge and belief, and no material information / fact has been concealed or misrepresented therein.

I/We further undertake and confirm that in the event any information, declaration, or document furnished by me/us herein is subsequently found to be false, incorrect, incomplete, forged, or fraudulent, the responsibility and liability for resolving the resultant discrepancy, dispute, or claim – including any consequential loss, cost, or legal action – shall rest solely and exclusively with me / us, the claimant(s), and I/We shall keep the Company/AMC/RTA/Depository Participant / Depository fully indemnified and harmless against any loss, claim, demand, or liability arising directly or indirectly therefrom. I/We also knowledge to share the above demise information to the regulatory authorities or statutory authorities or to the entities entrusted by the regulatory/statutory authorities from time to time for onward circulation/dissemination to all applicable regulated entities.

| | |
|---|---|
| **Claimant(s) Signature** | |
| **Place** | **Date** |

**Note: Where any person required to sign this document is unable to sign, he/she may affix his/her left thumb impression in lieu of signature.**

## ANNEXURE-A: PROOF OF RELATIONSHIP

A self-attested copy of the proof of relationship as referred to above is enclosed herewith:

| **Tick against the document* given as proof of relationship** |
|---|
| Birth certificate which lists the parent's name ☐ |
| School leaving certificate ☐ |
| School records/service records ☐ |

Passport ☐

Marriage Certificate ☐

Ration Card ☐

Voter ID ☐

Aadhar ☐

Permanent Account Number ☐

Will ☐

Legal Heirship Certificate ☐

Court Decree ☐

Letter of Administration ☐

Succession Certificate ☐

Probate of Will (where available) ☐

***In case none of the above documents are available, a notarized Affidavit in the format given in Annexure-B.**

## ANNEXURE-B: DRAFT OF THE AFFIDAVIT

**To be executed on Non-Judicial Stamp Paper of appropriate value (as applicable in the relevant State where the claimant resides) and notarized / attested by a Gazetted Officer or Judicial Magistrate First Class (JMFC)**

I/We, _____ Son / daughter/legal heir of _____ residing _____ at _____ do hereby solemnly affirm and state on oath as follows.

That Mr. / Mrs. _____("Name of the Deceased Holder") held the following securities:

| S. No. | Company / Fund Name with Scheme Name | Folio No. / DP-Client ID | No. of Securities / Units / Shares Held | Certificate Number (for physical shares / securities) | Distinctive Numbers (for physical shares / securities) |
|---|---|---|---|---|---|
| 1 | | | | | From:<br>To: |

| S. No. | Company / Fund Name with Scheme Name | Folio No. / DP-Client ID | No. of Securities / Units / Shares Held | Certificate Number (for physical shares / securities) | Distinctive Numbers (for physical shares / securities) |
|---|---|---|---|---|---|
| 2 | | | | | From:<br>To: |
| 3 | | | | | From:<br>To: |

That the aforesaid deceased holder died leaving behind the following persons as the legal heirs without registering any nominee:

| S. No. | Name of the Legal Heir(s) | Address and contact details | Age | Relation with the Deceased |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

That among the aforesaid legal heirs, Master/ Kumari._____ aged ____ years is a minor and is being represented by Mr./Ms. _____("Name of the Guardian") being his / her father / mother / legal guardian.

Signature of the Deponent: X_____

**Note: Where any person required to sign this document is unable to sign, he/she may affix his/her left thumb impression in lieu of signature.**

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**VERIFICATION**

I /We hereby solemnly affirm and state that what is stated herein above is true and correct and nothing has been concealed therein and that we I am competent to contract and entitled to rights and benefits of the abovementioned securities of the deceased.

Solemnly affirmed at Signature of the Deponent:

_____

**Signed before me**

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Signature of Notary with Official Seal of Notary & Regn. No.

* strikeout whichever is not applicable