

## ANNEXURE - O

### TRANSMISSION FORM

To,  
Shah Investor's Home Ltd. DP ID : IN300343  
"SIHL HOUSE",  
Opp. Ambawadi Jain Temple,  
Near Nehrunagar Cross Road,  
Ahmedabad - 380 015.

**Registered Office :-** P04-01E, Tower A,  
World Trade Centre, Gyan Marg, GIFT City,  
Gandhinagar - 382 355.

Date : 

D	D	M	M	Y	Y	Y	Y
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Client ID 

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### List of Documents enclosed for Individual account (tick as applicable)

**A For surviving holder(s) in a joint account :**

- ☐ Death Certificate – Original / notarized True Copy / True copy by Gazetted Officer
- ☐ Annexure O – Transmission form
- ☐ Annexure Q - Closing Form
- ☐ If survivor's account is with another DP then Client Master List from NSDL/CDSL with sign & stamp
- ☐ Copy of PAN card Or Any photo ID proof of survivor. (Self-attested)
- ☐ Client holding statements –Valuation and Transaction signed by all survivors
- ☐ Giving Letter of indemnity on stamp paper of Rs. 300/- if there is any transaction after death

**B For Nominee of the deceased :**

- ☐ Death Certificate – Original / notarized True Copy / True copy by Gazetted Officer
- ☐ Annexure O – Transmission form
- ☐ Annexure Q - Closing Form
- ☐ If survivor's account is with another DP then Client Master List from NSDL / CDSL with sign & stamp
- ☐ Copy of PAN card Or Any photo ID proof of survivor. (Self-attested)
- ☐ Client holding statements –Valuation and Transaction signed by all survivors
- ☐ Giving Letter of indemnity on stamp paper of Rs. 300/- if there is any transaction after death

**C For Legal heir(s) / Legal representative(s) where deceased was a sole holder and no nomination in the account - Value of holding not exceeding Rs. 5 lakh on the date of the application :**

- ☐ Death Certificate – Original / notarized True Copy / True copy by Gazetted Officer
- ☐ Annexure O – Transmission form
- ☐ Annexure Q - Closing Form
- ☐ Indemnity (format given at Annexure OC) on Stamp Paper of Rs 300/-
- ☐ Affidavit (format given at Annexure OD) on Stamp Paper Rs 50/-
- ☐ No objection Certificates(s) (format given at Annexure OE)
- ☐ Individual NOC signed by remaining legal heir(s) & attested by Bank Manager
- ☐ If survivor's account is with another DP then Client Master List from NSDL / CDSL with sign & stamp
- ☐ Copy of PAN card or Any photo ID proof of Legal Heirs. (Self-attested)
- ☐ Copy of Photo ID and Address Proof of NOC Providers. (Self-Attested)
- ☐ Copy of cancelled cheque or Bank Pass book/statement of NOC Provide (Self Attested)
- ☐ Copy of Photo ID and Address Proof of **Surety** (Self attested)
- ☐ Client Holding Valuation signed by all legal Heirs
- ☐ Transaction statement signed by all legal heirs (From the date he passed away)
- ☐ Giving Letter of indemnity on stamp paper of Rs. 300/- if there is any transaction after death
- ☐ Certificate of Legal Heirs



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Date : 

D	D	M	M	Y	Y	Y	Y
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Client ID

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### **List of Documents enclosed for Individual account (tick as applicable)**

- ☒ **D For legal heir(s)/Legal representative(s) where deceased was a sole holder and no nomination in the account - Value of holding was Rs. 5 lakh or more on the date of application**
- ☐ Death Certificate – Original / notarized True Copy / True copy by Gazetted Officer
- ☐ Annexure O – Transmission form
- ☐ Annexure Q - Closing Form
- ☐ Notarized True Copy of Probate of will / Succession Certificate / Letter of Administrator
- ☐ If survivor's account is with another DP then Client Master List from NSDL / CDSL with sign & stamp
- ☐ COPY OF PAN card of claimant (Self-Attested)
- ☐ Client Holding Valuation signed by all legal heirs
- ☐ Transaction statement signed by all legal heirs (From the date he passed away)
- ☐ Giving Letter of indemnity on stamp paper of Rs. 300/- if there is any transaction after death

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 Ahmedabad - 380 015.

**Registered Office :-** P04-01E, Tower A,  
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 Gandhinagar - 382 355.

Date : 

D	D	M	M	Y	Y	Y	Y
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**(1) I/We, the undersigned, being the**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Executor(s) of the Will        | <input type="checkbox"/> Legal heir(s)              | <input type="checkbox"/> Joint holder(s) |
| <input type="checkbox"/> Administrator(s) of the Estate | <input type="checkbox"/> Successor(s) to the Estate | <input type="checkbox"/> Nominee         |

of Mr./Mrs./Ms. \_\_\_\_\_, Mr./Mrs./Ms. \_\_\_\_\_  
 and Mr./Mrs./Ms. \_\_\_\_\_, the deceased, of which \*nomination / probate /  
 letter of administration / succession certificate was duly granted to me / us on the \_\_\_\_\_ day of \_\_\_\_\_  
 of \_\_\_\_\_ hereby request you to register me / us as the beneficial owner(s) in respect of the securities  
 standing in the name of the said deceased under Client Id \_\_\_\_\_ DP ID **IN300343** the details of which are as  
 follows :

**(2) I / We give hereunder the details of my / our account with a Participant to which the security balances are requested to be transmitted :**

Name	Client ID								DP ID							

**(3) List of Documents enclosed (for Individual accounts) (tick as applicable)**

- ☐ **A** For surviving holder(s) in a joint account :  
☐ Copy of Death Certificate duly attested by a Notary Public or by a Gazetted Officer
- ☐ **B** For Nominee of the deceased :  
☐ Copy of Death Certificate duly attested by a Notary Public or by a Gazetted Officer  
☐ In case the account of the claimant is not with the Participant, copy of Client Master Report of the account of the Nominee.
- ☐ **C** For Legal heir(s) / Legal representative(s) where deceased was a sole holder and no nomination in the account - Value of holding not exceeding Rs. 5 lakh on the date of the application :  
☐ Copy of Death Certificate duly attested by a Notary Public or by a Gazetted Officer  
☐ Indemnity (format given at Annexure OC)  
☐ Affidavit (format given at Annexure OD)  
☐ No objection certificate(s) (format given at Annexure OE)  
☐ Family Settlement Deed [ as an alternate to No objection certificate (s)]
- ☐ **D** For legal heir(s)/Legal representative(s) where deceased was a sole holder and no nomination in the account - Value of holding was Rs. 5 lakh or more on the date of application  
☐ Copy of Death Certificate duly attested by a Notary Public or by a Gazetted Officer  
☐ Succession certificate  
☐ Letter of Administration  
☐ Probate of the Will

\_\_\_\_\_  
 Sign. X-1

\_\_\_\_\_  
 Sign. X-2

**(4) Declaration :**

(Applicable only for legal heir(s) / legal representative(s) where deceased was a sole holder and no nomination in the account - Value of holding not exceeding Rs. 5 Lakh on the date of application)

We declare that the below mentioned person(s) are the only legal heir(s) of the deceased and there are not other legal heir(s). Of these, as specified below, some / all of them are claimants and some of them have given a No Objection Certificate in favour of other legal heir(s). Details are given below :

Sr. No.	Name of the legal heir(s)	Specify whether a claimant or given a No Objection Certificate

**(5) List of Documents enclosed (for HUF accounts) (tick as applicable)**

☐ **A** Value of holding not exceeding Rs. 10 lakh on the date of application. [ Where there is an objection from any member of HUF, documents mentioned at ☐ **B** below must be submitted]

- ☐ Copy of Death Certificate duly attested by a Notary Public or by a Gazetted Officer.  
☐ Indemnity (format given at Annexure OF)  
☐ Affidavit (format given at Annexure OG)

☐ **B** Value of holding was Rs. 10 lakh or more on the date of application :

- ☐ Copy of Death Certificate duly attested by a Notary Public or by a Gazetted Officer  
☐ Court Decree  
☐ Deed of Partition

☐ **C** Separation / Partition of HUF :

- ☐ Copy of Death Certificate duly attested by a Notary Public or by a Gazetted Officer  
☐ Settlement Deed  
☐ Deed of Partition  
☐ Court Decree

**(6) Signatures :**

Sr. No.	Name of Claimant	Signature of Claimant

☐ **I/We hereby request you to also close my/our TRADING ACCOUNT :\_\_\_\_\_**

**NOTES :**

1. This request form should be signed by the surviving joint holder(s) / legal heir(s) / legal representative(s) / nominee / all surviving members of the HUF, as the case may be.
2. \* Strike off whichever is not applicable.



Version : 1.1 Form Code : SIHL CLS 001  
**SHAH INVESTOR'S HOME LIMITED**  
REGD. OFFICE : 'SIHL HOUSE', Opp. Ambawadi Jain Temple, Nehrunagar Cross Road, Ahmedabad-380 015.  
Phone : 079-3002 5325, Fax : 079-3002 9029, Website : www.sihl.in, E-mail : helpdesk@sihl.in

No. : \_\_\_\_\_

**ANNEXURE Q**

Date : ...../...../.....

**APPLICATION FOR CLOSING AN ACCOUNT (For Beneficiary Account only)**

**I / We hereby request you to close my/our account with you as per following details:**

**1. Client ID** (of account to be closed)

☐

**NSDL 2. Please tick the applicable option(s)**  
(Please tick relevant box)

	Name of the holder(s)	Signature(s)
Sole/ First Holder		
Second Holder		
Third Holder		

**3. Reason/s for Closure of depository account:** \_\_\_\_\_

☐ **Option A** [There are no balances / holdings in this account]

☐ **Option B**  
(Transfer the  
balances/holdings  
in this account  
as per details  
given)

☐ Transfer to my/our own account  
(Provide target account details and enclose  
Client Master Report of Target Account)

☐ Transfer to any other account (Submit duly filled  
Delivery Instruction Slip signed by all holders)

**Target Account Details**

☐ NSDL

DP ID

☐ CDSL

Client ID

☐ **Option C** [Rematerialise / Reconvert (Submit duly filled Remat / Reconversion Request Form-for mutual fund units)]

☐ I/We hereby request you to also close my/our **TRADING ACCOUNT** : \_\_\_\_\_

**Note** : 1.Relevant portions to be filled in 2. Please strike off as N.A. whatever is not applicable 3. Pending Dues should be cleared, if any

Entered By \_\_\_\_\_ Date \_\_\_\_\_ Varified By \_\_\_\_\_ Date \_\_\_\_\_