**For Duplicate share certificate:**1. Duly signed request letter for issue of Duplicate share certificate by the shareholder(s).  
2. Self-attested copy of PAN Card of all the shareholder(s).  
3. Self-attested copy of Address Proof of all the shareholder(s). e.g. Aadhaar Card / Telephone bill …..Etc.

3. Letter duly attesting your signature by your Bank.

4. Questionnaire form. (proforma enclosed).

5. Affidavit on Rs.100/-(proforma enclosed).

6. Indemnity on Rs.200/- (proforma enclosed).

7. Surety form duly attested by the Bank Manager along with self-attested copy of pan card and income proof like pay slips/income returns of surety. (proforma enclosed).

8. Notarized copy of FIR.

9. Demand draft for Rs.3000/- in favour of VISAKA INDUSTRIES LIMITED payable at HYDERABAD for paper advertisement.  
10. Form ISR-1 for KYC updation. (proforma enclosed)  
11. Form SH13 for Nomination updation. (proforma enclosed)  
12. Form ISR-4 duly signed by the Claimants. (proforma enclosed)  
13. Copy of Client Master List (CML).  
14. Form ISR-2 for Signature Updation.  
  
Share certificate details for FIR purpose

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Folio No.** | **Certificate No.** | **Cert. Shares** | **Dist. From** | **Dist. To** |
|  |  |  |  |  |
|  |  |  |  |  |

**For Transmission of shares ( for below Rs.2Lakhs):**

1. Transmission Form to be submitted duly filled and specimen signature to be attested by a Nationalized Bank Manager with Official Seal.(Performa Enclosed).

2. No objection letter from other legal heirs on Rs.50/-stamp paper (Performa enclosed.), if applicable, along with their ID proofs i.e. Attested copy of PAN Card/Passport/ Driving License.

3. Attested copy of PAN Card of Claimant(s).It is mandatory as per SEBI Norms vide Circular No. MRD/DOP/Cir-05/2007.

4. All attested copies should bear the name, designation, address & signature of attesting authority clearly.

5. Request letter for transmission of shares duly signed by claimant (s).

6. Attested copy of death certificate of deceased share holder(s).

7. Legal heir certificate from competent authority.

8 Surety / Guarantor form attested by Bank Manager along with self-attested copy of pan card and INCOME PROOF LIKE PAY SLIPS/INCOME TAX RETURNS of surety.(proforma enclosed). (Note: Surety can’t be Family Members / Legal Heirs)

9. Signature of holder(s) should be attested by the Banker along with holder Bank details, Designation, name, official stamp and code of the official.

10. Cancelled Cheque.

11. Affidavit Rs.100/- (proforma enclosed)

12. Indemnity Rs.200/-(proforma enclosed)

13. Original share certificates.  
14. Form ISR-1 for KYC updation. (proforma enclosed)  
15. Form SH13 for Nomination updation. (proforma enclosed)  
16. Form ISR-4 duly signed by the Claimants. (proforma enclosed)  
17. Copy of Client Master List (CML).

**In case the value of the share is more than Rs.2Lakhs then the below mentioned documents required for Transmission of shares.**

**For Transmission of shares:**

1. Transmission Form to be submitted duly filled and specimen signature to be attested by a Nationalized Bank Manager with Official Seal. (Performa Enclosed)  
2. No objection letter from other legal heirs on Rs.50/-stamp paper (Performa enclosed.), if applicable, along with their ID proofs i.e. attested copy of PAN Card/Passport/ Driving License.

3. Attested copy of PAN Card of Claimant(s).It is mandatory as per SEBI Norms vide Circular No. MRD/DOP/Cir-05/2007.

4. All attested copies should bear the name, designation, address & signature of attesting authority clearly.

5. Request letter for transmission of shares duly signed by claimant (s).

6. Attested copy of death certificate of deceased share holder(s).

7. Copy of Succession Certificate and Letter of Adminstration / Probate of will duly notarized.

8. Signature of holder(s) should be attested by the Banker along with holder Bank details, Designation, name, official stamp and code of the official.

9. Cancelled cheque.  
10. Original share certificates.  
11. Form ISR-1 for KYC updation. (proforma enclosed)  
12. Form SH13 for Nomination updation. (proforma enclosed)  
13. Form ISR-4 duly signed by the Claimants. (proforma enclosed)  
14. Copy of Client Master List (CML).