

**Procedure for Transmission and Name Deletion in the name of Joint Holder or Nominee**  
**(As may be applicable)**

1. Form ISR-1 (Format attached)
2. Form ISR-4 (Format Attached).
3. Confirmation of Signature of Joint Holder or Nominee by Banker in Form ISR 2 (Format Attached).
4. Form SH-13 (Format Attached) along with Address & ID proof of two witness.
5. Original Bond Certificate.
6. Original death certificate or in case of copy of death certificate is provided than the same needs to be attested by Gazetted officer or notary public is required.
7. Copy of ID proof of Joint Holder or Nominee – Self Attested Election ID or Aadhar card or Passport etc. of the Joint Holder or Nominee.
8. Cancelled Cheque or Bank Statement with details of Bank Name, Branch, Account Number and IFSC of Joint Holder or Nominee.
9. Self-Attested Copy of PAN card of Joint Holder or Nominee.
10. Request letter signed by the Joint Holder or Nominee.

The hard copy of the above documents are required to be sent to for Tax Free Bonds

To,  
The Manager  
KFin Technologies Limited  
Selenium Tower B, Plot No. 31 & 32,  
Financial District, Nanakramguda, Serilingampally  
Mandal, Hyderabad - 500 032.

The hard copy of the above documents are required to be sent to for Infra Bonds

To,  
The Manager  
Beetal Financial & Computer Services (P) Limited  
(Unit: HUDCO– Infra Bonds)  
3rd Floor, Beetal House, 99,  
behind Local Shopping Centre, Madangir Village,  
New Delhi, Delhi 110062

In case of any queries feel free to contact the following:

**RTA Contact Details KFin Technologies Limited**

**Toll Free Number:** 1800 309 4001  
**Email:** einward.ris@kfintech.com  
Monday to Saturday (09:00 AM to 07:00 PM)

**RTA Contact Details Beetal Financial & Computer Services (P) Limited**

Toll Free Number: 011-42959000-09  
Email: beetal@beetalfiancial.com  
Monday to Saturday (10:00 AM to 06:00 PM)

**HUDCO Investor Cell**

**Email:** capitalgainbonds@hudco.org  
Monday to Friday (10:00 AM to 06:00 PM)

# Form ISR-4

(See circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

## Request for issue of Duplicate Certificate and other Service Requests

(For Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: \_\_\_/\_\_\_/\_\_\_

### A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick ✓ as relevant, refer to the instructions):

- Demat Account No. (If available): \_\_\_\_\_ Provide Client Master List (CML) of your Demat Account from the Depository Participant\*
- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

\* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

### B. I / We request you for the following (tick ✓ relevant box)

<input type="checkbox"/> Issue of Duplicate certificate	Claim from Unclaimed Suspense Account
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Consolidation of Folios
<input type="checkbox"/> Consolidation of Securities certificate	<input type="checkbox"/> Transmission
<input type="checkbox"/> Transposition ( <i>Mention the new order of holders here</i> )	

### C. I / We are enclosing certificate(s) as detailed below\*\*:

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the	1. 2.

certificate(s)	3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

\*\* Wherever applicable / whichever details are available

**D. Document / details required for specific service request:**

- Duplicate securities certificate
- Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
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- Replacement / Renewal / Exchange of securities certificate  
(That is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- Endorsement
- Sub-division / Splitting of securities certificate
- Consolidation of securities certificate/Folios
- Transmission
- Transposition

*Provide / attach original securities certificate(s) for request for item numbers III to VIII above.*

**Declaration:** All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓
Full address	✓		
PIN	✓	<input type="checkbox"/>	<input type="checkbox"/>

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

# Form ISR – 2

(See circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch	
2. Bank contact details Postal Address Phone number E-mail address	
3. Bank Account number	
4. Account opening date	
5. Account holder(s) name(s)	1) 2) 3)
6. Latest photograph of the account holder(s)	
<div>1<sup>st</sup> Holder</div>	<div>2<sup>nd</sup> Holder</div>
<div>3<sup>rd</sup> Holder</div>	
7. Account holder(s) details as per Bank Records	
a) Address	
b) Phone number	
c) Email address	
d) Signature(s)	
1) <div></div>	2) <div></div>
3) <div></div>	
Signature verified as recorded with the Bank	
Seal of the Bank	
	(Signature)
Place:	Name of the Bank Manager
	Employee Code
Date:	E-mail address

**Form No.SH- 13**  
**Nomination Form**

**(Pursuant to Section 72 of the Companies Act, 2013 and rule 19(1) of the Companies (Share Capital and Debenture) Rules, 2014)**

NAME OF THE COMPANY:

ADDRESS OF THE COMPANY:

I/ we ..... the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/ our death.

**1) PARTICULARS OF THE SECURITIES ( in respect of which nomination is being made)**

<b>Nature of Securities</b>	<b>Folio No.</b>	<b>No. of Securities</b>	<b>Certificate No.</b>	<b>Distinctive No</b>

**2) PARTICULARS OF NOMINEE/S –**

- a) Name : .....
- b) Date of Birth : .....
- c) Father's/ Mother's/ Spouse's name : .....
- d) Occupation : .....
- e) Nationality : .....
- f) Address : .....
- g) E-mail id : .....
- h) Relationship with the Security holder : .....
- i) Specimen Signature of the nominee : .....

**3) IN CASE NOMINEE IS A MINOR –**

- a) Date of Birth : .....
- b) Date of Attaining majority : .....
- c) Name of guardian : .....
- d) Address of guardian : .....

<b>Name of all the holder(s) (as appearing on the Certificate(s) )</b>		<b>Signature as per specimen recorded with Company</b>
<b>Sole/ 1<sup>st</sup> holder</b>		
<b>2<sup>nd</sup> holder</b>		
<b>3<sup>rd</sup> holder</b>		
<b>4<sup>th</sup> holder</b>		

Signature of two Witnesses:

<b>Complete Name and Address</b>		<b>Signature with date</b>
<b>1.</b>		
<b>2.</b>		

# Form ISR – 1

(See SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: \_\_/\_\_/\_\_\_\_

**A.** I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address

**B.** Security Details:

Name of the Issuer Company	Folio No.:	
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number & Face value of securities		
Distinctive number of securities (Optional)	From	To

**C.** I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

✓	Document / Information / Details	Instruction / Remark
1	PAN of (all) the (joint) holder(s)	
	PAN	□□□□□□□□□□, □□□□□□□□□□
	Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	□□□□□□□□□□ PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4
2	Demat Account Number	□□□□□□□□□□ □□□□□□□□□□ Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

3	Proof of Address of the first holder	<p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Client Master List (<b>CML</b>) of your Demat Account, provided by DP.</p> <p><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</p> <p><input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</p> <p><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</p> <p><input type="checkbox"/> The proof of address in the name of the spouse</p>
4	Bank details	<p>Account Number: _____</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p>Provide the following:</p> <p><input type="checkbox"/> <u>original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank</u> #</p>
5	E-mail address	_____ #
6	Mobile	_____ #

\* or any date as may be specified by the CBDT

(DP: Depository Participant)

# In case it is not provided, the details available in the CML will be updated in the folio

**Authorization:** I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) \_\_\_\_\_, (use Separate Annexure if extra space is required) in which I / We are the holder(s) (strike off what is not applicable).

**Declaration:** All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	✓		
Name	✓		
Full address	✓		
PIN	✓ □ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □