

## DOCUMENTS FOR TRANSFER OF SHARES

1. a covering letter with full name and address;
2. Share Transfer Deed with appropriate applicable stamp duty;
  - For transfer of Shares, stamp duty @ 0.25% of the market value [Closing price on the date of execution of the transfer deed] or the consideration amount (whichever is higher) should be affixed on the transfer deed.
3. Original Share Certificates
4. self-attested copy of PAN Card of seller(s) & buyer(s) (For Sikkim residents, copy of PAN Card may be substituted with ID proofs along with address proof)
5. a self-attested copy of the address proof of the applicant(s)

### **Kindly note that**

- It is beneficial to state your complete address along with pin code while filling in the transfer deed/ opening an account with a depository participant.
- Keeping photocopies of certificates, transfer deeds and other documents sent by post to the Company or Link Intime India Pvt Limited is useful in case of a loss in transit of the original copies.
- A transfer deed for shares is valid for only 60 days from date of execution thereof.
- Shareholders with securities held in electronic form are requested to contact your depository participant.
- Addition of the name of a joint holder, even a family member, is considered a "Transfer" and attracts stamp duty. A regular transfer deed would be required to be executed.

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## DOCUMENTS FOR TRANSMISSION OR TRANSMISSION & DUPLICATION OF SHARES OF HELD IN A SINGLE NAME WITH NOMINEE

1. Duly signed transmission request form/ application by nominee with full name and address;
  2. Original Share Certificates;
  3. Original or copy of Death Certificate of the deceased member duly attested by a Notary Public or by a Gazetted Officer;
  4. self-attested copy of PAN Card of applicant (For Sikkim residents, copy of PAN Card may be substituted with ID proofs along with address proof)
  5. a self-attested copy of the address proof of the applicant(s)
  6. In case Original Share Certificates are lost or misplaced, following additional documents are to be provided:
    - a copy FIR/ acknowledged copy of Police complaint lodged with the nearest police station for loss of shares; and/ or
    - wherein the value of lost/ misplaced share certificates exceeds Rs 50000/- as per the current market price on the BSE website, a copy of advertisement/ public notice issued in the national daily and local newspaper, cost of which is to be borne by the applicant  
*[In case the value of lost/ misplaced shares is less than Rs 50000/- as per the current market price on the BSE website, the publication of the notice shall be at the option of the applicant]*
    - The applicant is required to deposit Rs. 20 with the Company for issue of every new certificate issued by the Company in lieu of any share certificate which has been worn out, defaced, mutilated or torn or if there be no further space on the back for endorsement of transfer, lost or destroyed, in accordance with Clause 3(i) of the Articles of Association of the Company.
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**DOCUMENTS FOR TRANSMISSION OR TRANSMISSION & DUPLICATION OF SHARES OF VALUE UPTO INR 200000/- HELD IN A SINGLE NAME WITHOUT NOMINEE**

1. Duly signed application to the Company by the person in whose favour shares has to be transmitted with full name and address;
2. Original or copy of Death Certificate of the deceased member duly attested by a Notary Public or by a Gazetted Officer;
3. Original Share Certificates;
4. In case Original Share Certificates are lost or misplaced, following additional documents are to be provided:
  - a copy FIR/ acknowledged copy of Police complaint lodged with the nearest police station for loss of shares; and/ or
  - wherein the value of lost/ misplaced share certificates exceeds Rs 50000/- as per the current market price on the BSE website, a copy of advertisement/ public notice issued in the national daily and local newspaper, cost of which is to be borne by the applicant  
*[In case the value of lost/ misplaced shares is less than Rs 50000/- as per the current market price on the BSE website, the publication of the notice shall be at the option of the applicant].*
  - The applicant is required to deposit Rs. 20 with the Company for issue of every new certificate issued by the Company in lieu of any share certificate which has been worn out, defaced, mutilated or torn or if there be no further space on the back for endorsement of transfer, lost or destroyed, in accordance with Clause 3(i) of the Articles of Association of the Company.
5. A self-attested copy of PAN Card of applicant (For Sikkim residents, copy of PAN Card may be substituted with ID proofs along with address proof)
6. a self-attested copy of the address proof of the applicant(s)
7. Duly notarised Affidavit on a non-judicial stamp paper of Rs. 50 (**for only transmission of shares**) by the legal heir, that is, applicant, declaring right in the shares;

**OR**

Duly notarised Affidavit on a non-judicial stamp paper of Rs. 100 (**for transmission and duplication of shares**) by the legal heir, that is, applicant, declaring right in the shares;

8. Duly notarised Indemnity Bond on a non-judicial stamp paper of Rs. 100 (**for only Transmission only**) binding yourself and your heirs, assignees, etc. to indemnify the Company in the event of the Company having to face any proceedings or incur some loss, etc.;

**OR**

Duly notarised Indemnity Bond on a non-judicial stamp paper of Rs. 150 (**for transmission and duplication of shares**) by the legal heir, that is, applicant, declaring right in the shares;

9. Pedhinamu OR Succession Certificate OR Probate of Will OR Letter of Administration OR a Court Decree in English duly attested by Notary Public or Gazetted Officer;
10. No Objection Certificate (NOC) from the other legal heirs, who do not object to such transmission or a copy of Family Settlement Deed duly notarised or attested by the Bank Manager of the Bank with whom the bank account is maintained or Notary Public or a Gazetted Officer and executed by all the legal heirs of the deceased shareholder.

*Attestation by the Bank Manager should bear the name, official stamp along with the full address of the Bank. Attestation by the Notary Public/ Gazetted officer should mention their name, full address, registration number and affix their seal.*

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**DOCUMENTS FOR TRANSMISSION OR TRANSMISSION & DUPLICATION OF SHARES OF VALUE ABOVE INR 200000/- HELD IN A SINGLE NAME WITHOUT NOMINEE**

1. Duly signed application to the Company by the person in whose favour shares has to be transmitted with full name and address;
2. Original or copy of Death Certificate of the deceased member duly attested by a Notary Public or by a Gazetted Officer;
3. Original Share Certificates;
4. In case Original Share Certificates are lost or misplaced, following additional documents are to be provided:
  - a copy FIR/ acknowledged copy of Police complaint lodged with the nearest police station for loss of shares; and/ or
  - wherein the value of lost/ misplaced share certificates exceeds Rs 50000/- as per the current market price on the BSE website, a copy of advertisement/ public notice issued in the national daily and local newspaper, cost of which is to be borne by the applicant  
*[In case the value of lost/ misplaced shares is less than Rs 50000/- as per the current market price on the BSE website, the publication of the notice shall be at the option of the applicant].*
  - The applicant is required to deposit Rs. 20 with the Company for issue of every new certificate issued by the Company in lieu of any share certificate which has been worn out, defaced, mutilated or torn or if there be no further space on the back for endorsement of transfer, lost or destroyed, in accordance with Clause 3(i) of the Articles of Association of the Company

5. A self-attested copy of PAN Card of applicant (For Sikkim residents, copy of PAN Card may be substituted with ID proofs along with address proof)
6. a self-attested copy of the address proof of the applicant(s)
7. Duly notarised Affidavit on a non-judicial stamp paper of Rs. 100 (**for only transmission of shares**) by the legal heir, that is, applicant, declaring right in the shares;

**OR**

Duly notarised Affidavit on a non-judicial stamp paper of Rs. 150 (**for transmission and duplication of shares**) by the legal heir, that is, applicant, declaring right in the shares;

8. Duly notarised Indemnity Bond on a non-judicial stamp paper of Rs. 150 (**for only Transmission only**) binding yourself and your heirs, assignees, etc. to indemnify the Company in the event of the Company having to face any proceedings or incur some loss, etc.;

**OR**

Duly notarised Indemnity Bond on a non-judicial stamp paper of Rs. 200 (**for transmission and duplication of shares**) by the legal heir, that is, applicant, declaring right in the shares;

9. Pedhinamu OR Succession Certificate OR Probate of Will OR Letter of Administration OR a Court Decree in English duly attested by Notary Public or Gazetted Officer;
10. No Objection Certificate (NOC) from the other legal heirs, who do not object to such transmission or a copy of Family Settlement Deed duly notarised or attested by the Bank Manager of the Bank with whom the bank account is maintained or Notary Public or a Gazetted Officer and executed by all the legal heirs of the deceased shareholder.

*Attestation by the Bank Manager should bear the name, official stamp along with the full address of the Bank. Attestation by the Notary Public/ Gazetted officer should mention their name, full address, registration number and affix their seal.*

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## **DOCUMENTS REQUIRED FOR THE ISSUE OF DUPLICATE SHARE CERTIFICATES**

1. an application with full name and address for issue of duplicate share certificates stating folio number;
2. Duly notarised Indemnity Bond on stamp paper of Rs.100;
3. Duly notarised Affidavit on stamp paper of Rs. 50;
4. a copy FIR/ acknowledged copy of Police complaint lodged with the nearest police station for loss of shares;
5. wherein the value of lost/ misplaced share certificates exceeds Rs 50000/- as per the current market price on the BSE website, a copy of advertisement/ public notice issued in the national daily and local newspaper, cost of which is to be borne by the applicant  
*[In case the value of lost/ misplaced shares is less than Rs 50000/- as per the current market price on the BSE website, the publication of the notice shall be at the option of the applicant]*
6. The applicant is required to deposit Rs. 20 with the Company for issue of every new certificate issued by the Company in lieu of any share certificate which has been worn out, defaced, mutilated or torn or if there be no further space on the back for endorsement of transfer, lost or destroyed, in accordance with Clause 3(i) of the Articles of Association of the Company.
7. a self -attested copy of PAN card of the persons to whom Duplicate Share Certificates are to be issued. (For Sikkim residents, copy of PAN Card may be substituted with ID proofs along with address proof)
8. a self-attested copy of the address proof of the applicant(s)

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## **DOCUMENTS FOR CHANGE/CORRECTION IN NAME OF A SHAREHOLDER:**

1. an application for change/ correction in name with full name and address stating folio number, reasons for change in name and full details of both- new & old name
  2. Original Share Certificates;
  3. Duly notarised Affidavit on stamp paper of Rs. 100;
  4. True copies of other supporting documents viz copy of marriage certificate or divorce decree or birth certificate/ school certificate or State Government gazette, etc. as the case may be;
    - For change in name of enterprise viz firm/ company, attested copy of a partnership deed or Certificate or Incorporation consequent to change of name
  5. self-attested copy of PAN Card (For Sikkim residents, copy of PAN Card may be substituted with ID proofs along with address proof)
  6. a self-attested copy of the address proof of the applicant(s)
- **Shareholders with securities held in electronic form are requested to contact your depository participant.**

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## **DOCUMENTS FOR CHANGE IN SIGNATURE OF A SHAREHOLDER:**

1. an application for change in signature with full name and address stating folio number;
2. Duly notarised Affidavit on stamp paper of Rs. 100;

3. Attestation of the signature by the Bank manager of the Bank in which the shareholder has a bank account; (*Attestation by the Bank Manager should bear the name, official stamp along with the full address of the Bank.*)
  4. self-attested copy of PAN Card (For Sikkim residents, copy of PAN Card may be substituted with ID proofs along with address proof)
- **Shareholders with securities held in electronic form are requested to contact your depository participant**
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#### **DOCUMENTS FOR CHANGE IN ADDRESS OF A SHAREHOLDER**

1. an application for change in address with full name and address stating folio number and full details of both- new & old address;
  2. Other Bank- attested supporting documents viz, Driving License, Bank Statement of not more than 3 months old, etc.
  3. self-attested copy of PAN Card (For Sikkim residents, copy of PAN Card may be substituted with ID proofs along with address proof)
- **Shareholders with securities held in electronic form are requested to contact your depository participant**
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#### **APPOINTMENT OF A NOMINEE AND CHANGES THEREOF**

1. A shareholder holding securities in physical form may nominate a person by filing Form SH-13 and registering the same with the Company or Link Intime India Pvt Limited.
  2. The shareholder may appoint another person replacing the earlier person appointed as nominee by filing Form SH-14 and registering the same with the Company or Link Intime India Pvt Limited
  3. self-attested copy of PAN Card (For Sikkim residents, copy of PAN Card may be substituted with ID proofs along with address proof)
- **Shareholders with securities held in electronic form are requested to contact your depository participant**
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#### **DELETION OF NAME OF A DECEASED JOINT SHAREHOLDER**

1. an application for deletion of a Deceased Joint shareholder of shares of the Company, with full name and address stating folio number signed by survivors;
  2. Original Share Certificates;
  3. a copy of death certificate of the deceased attested by a Notary Public or by a Gazetted Officer;
  4. self-attested copy of PAN Card (For Sikkim residents, copy of PAN Card may be substituted with ID proofs along with address proof);
  5. a self-attested copy of the address proof of the applicant(s)
- **Shareholders with securities held in electronic form are requested to contact your depository participant**

**Note:**

- The aforesaid documents are to be sent either of following addresses:

**Company's address**

The Company Secretary  
Glascoat Equipments Limited  
H-106, GIDC Estate, GIDC,  
Vitthal Udyognagar - 388 121

**Link Intime India Pvt Limited**

The Registrar & Share Transfer Agent of the Swiss  
Company  
B-102 & 103, Shangrila Complex, First Floor  
Opp. HDFC Bank, Nr. Radhakrishna Char Rasta  
Akota, Vadodara - 390 020

- The Details including contact information is also provided under head "Compliance Officer & Share Transfer" in this Investors Guide section.