

SHARE TRANSMISSION PROCESS

Dear Users,

We have added the procedure of Share transmission on the portal. Now you can make entries of share transmission along with generation of relevant documents for this process.

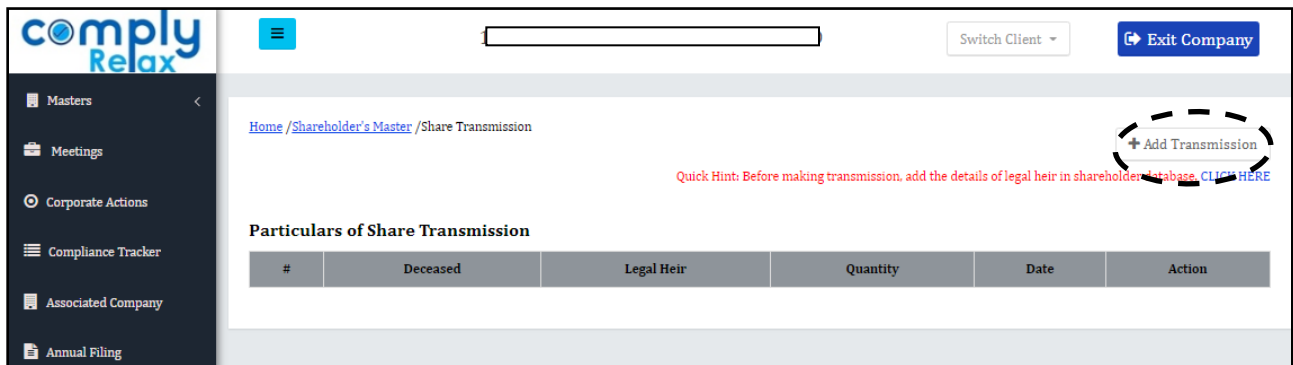
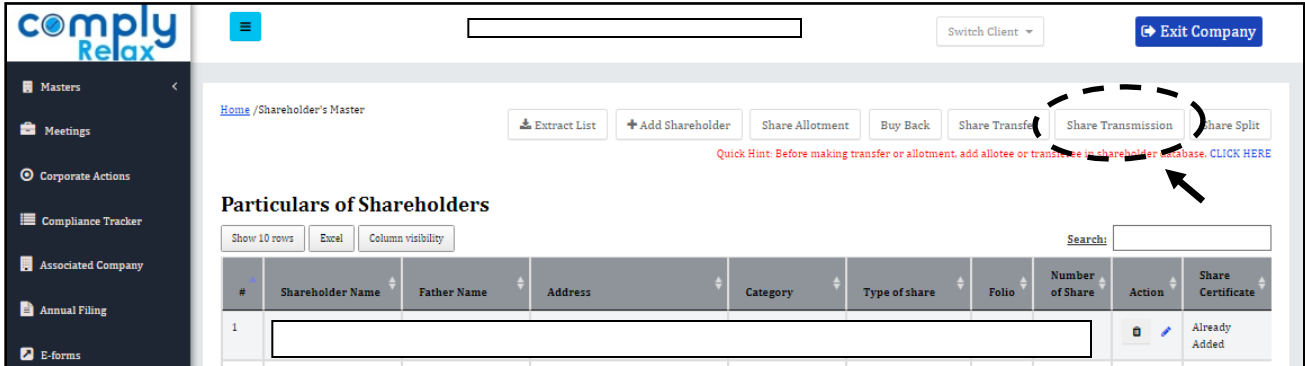
When you make transmission's entry it shall also reflect in the register of member automatically.

INSTRUCTION:

**Dashboard ⇒ Client ⇒ Select Company ⇒ Compliance Manager
⇒ Master ⇒ Shareholder**

Before making the entry of transmission, please ensure that the legal heir or nominee of deceased is added in the shareholders master.

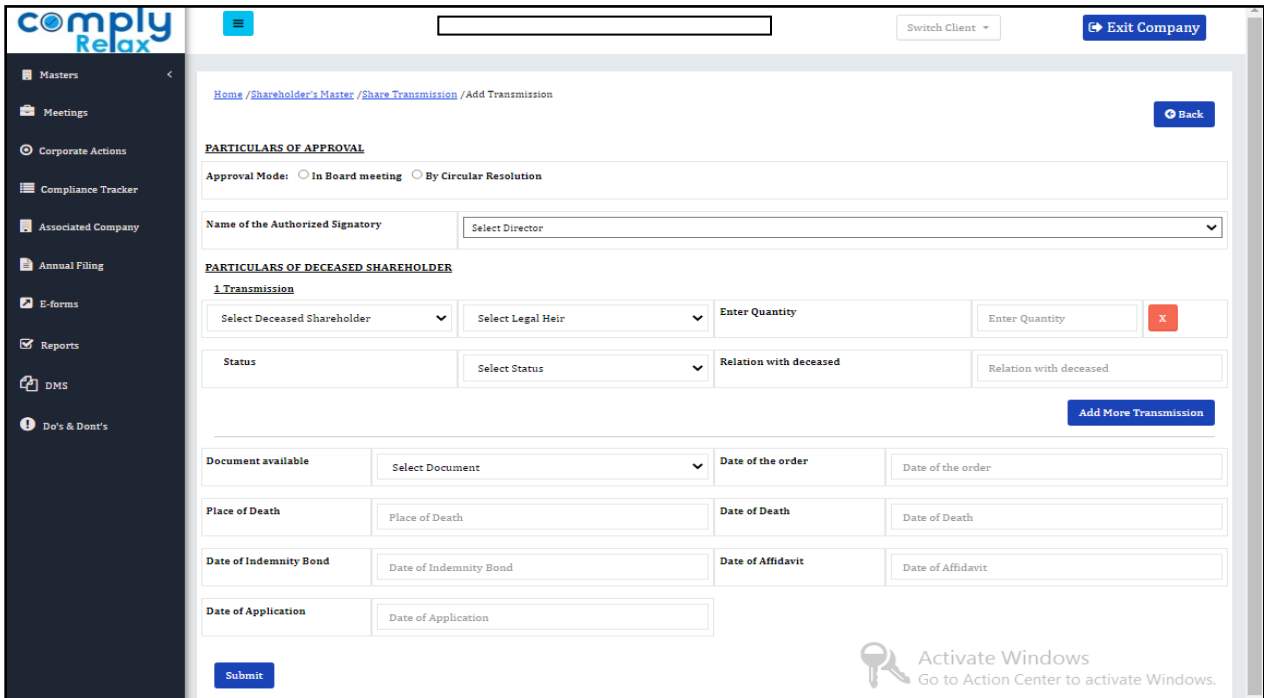
If not, then go to add shareholder button and add the legal heir or nominee there. **(Do not enter the number of shares while adding otherwise it will be duplicated when you transmit the shares)**



All entries added for share transmission will be shown here in list format.

Private Circulation only

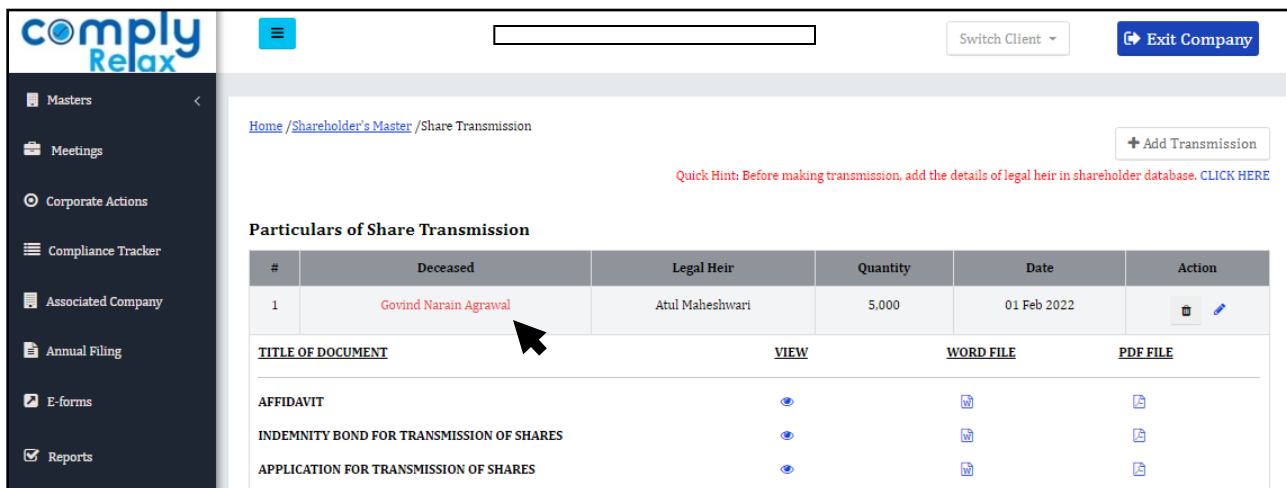
For adding new entry, click on the "Add Transmission" button.














As shown in the above figure fill the necessary information and submit.

HOW TO DOWNLOAD DOCUMENTS:

For downloading the documents click on the name of deceased as shown in the following image.



#	Deceased	Legal Heir	Quantity	Date	Action
1	Govind Narain Agrawal	Atul Maheshwari	5,000	01 Feb 2022	 

TITLE OF DOCUMENT	VIEW	WORD FILE	PDF FILE
AFFIDAVIT			
INDEMNITY BOND FOR TRANSMISSION OF SHARES			
APPLICATION FOR TRANSMISSION OF SHARES			

All your documents will be shown on the screen. You can view the documents.

You can also download the word or PDF file.