

To,
Integrated Enterprises (India) Pvt Ltd,
Kences Towers, 4th Floor, 1, Ramakrishna St,
T. Nagar, Chennai - 600 017.

Date: _____

(1) I/We, the undersigned, being the (Tick whichever is applicable)

SOURCE CLIENT DETAILS

Executor(s) of the Will ☐

Successor(s) to the Estate ☐

Joint holder(s) ☐

Administrator(s) of the Estate ☐

Legal heir(s) ☐

Nominee ☐

of Mr./Mrs./Ms. _____ deceased holder ,
Mr./Mrs./Ms. _____ deceased holder and
Mr./Mrs./Ms. _____ deceased holder the deceased,

of which *nomination / Succession Certificate/ Probate of Will/ Will/ Letter of Administration/ Court Decree as may be applicable in terms of the Indian Succession Act, 1925 or Legal Heirship Certificate (or its equivalent Certificate) issued by competent Government Authority, was duly granted / issued 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 **DP ID IN300441 / IN301313 / IN300757**

CLIENT ID

CLIENT CODE

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

TARGET DETAILS

CLIENT 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 :

- ☐ i Original death certificate or copy of death certificate attested by the joint account holder(s) subject to verification with the original or copy of the death certificate duly attested by a notary public or by a gazetted officer;

(B) For nominee(s) of the deceased:

- ☐ i Original death certificate or copy of death certificate attested by the nominee(s) subject to verification with the original or copy of the death certificate duly attested by a notary public or by a gazetted officer;
- ☐ ii Self-attested copy of PAN card of the nominee(s);
- ☐ iii In case the account of the nominee(s) is not with the Participant, copy of Client Master Report of the account of the nominee(s);
- ☐ iv In case the nominee is a minor, Copy of Birth Certificate;
- ☐ v In case of nominee being a minor / of unsound person, KYC of the Guardian of Minor / of unsound person;

(C) For legal heir(s) or claimant(s), where deceased was a sole holder and no nomination in the account - Value of holding not exceeding Rs.15,00,000 (Rupees Fifteen Lakhs) as on the date of application:

- ☐ i Original death certificate or copy of the death certificate attested by the legal heirs (s) or claimant(s) subject to verification with the original, or copy of the death certificate duly attested by a notary public or by a gazetted officer;
- ☐ ii Self-attested copy of PAN card of the legal heir(s) / claimant(s);
- ☐ iii In case the account of the legal heirs(s) / claimant(s) is/are not with the Participant, copy of Client Master Report of the account of the legal heirs(s) / claimant(s);
- ☐ iv In case the claimant/legal heir is a minor, Copy of Birth Certificate;
- ☐ v In case of claimant being a minor / of unsound mind, KYC of the Claimant Guardian;
- ☐ vi A notarized affidavit, in the format provided in Form 30 from all legal heir(s) / claimants made on non-judicial stamp paper of appropriate value, to the effect of identification and claim of legal ownership to the securities;

However, in case the legal heir(s)/claimant(s) are named in any of the Succession Certificate or Probate of Will or Will or Letter of Administration as may be applicable in terms of Indian Succession Act, 1925 (39 of 1925), or Legal Heirship Certificate or its equivalent certificate issued by a competent Government Authority, an affidavit from such legal heir(s)/claimant(s) alone shall be sufficient;

- ☐ vii Copy of the Succession Certificate (in terms of the Indian Succession Act, 1925), evidencing rights of the legal heir(s) / claimant(s), attested by the legal heir(s) / claimant(s) subject to verification with the original or duly attested by a notary public or by a gazetted officer;

OR

- ☐ Copy of Letter of Administration (in terms of the Indian Succession Act, 1925), evidencing rights of the legal heir(s) / claimant(s), attested by the legal heir(s) / claimant(s) subject to verification with the original or duly attested by a notary public or by a gazetted officer;

OR

- ☐ Copy of Court Decree (in terms of the Indian Succession Act, 1925), evidencing rights of the legal heir(s) / claimant(s), attested by the legal heir(s) / claimant(s) subject to verification with the original or duly attested by a notary public or by a gazetted officer;

OR

- ☐ Copy of Probate of Will* (in terms of the Indian Succession Act, 1925), evidencing rights of the legal heir(s) / claimant(s), attested by the legal heir(s) / claimant(s) subject to verification with the original or duly attested by a notary public or by a gazetted officer;

*Probate of Will shall be only insisted on, if applicable in terms of Indian Succession Act, 1925

OR

- ☐ Copy of Will** (in terms of the Indian Succession Act, 1925), evidencing rights of the legal heir(s) / claimant(s), attested by the legal heir(s) / claimant(s) subject to verification with the original or duly attested by a notary public or by a gazetted officer shall be accompanied with a notarised Indemnity Bond from the legal heir(s) / claimant(s) to whom the securities are transmitted, made on non-judicial stamp paper of appropriate value in the format specified in Form 30;

** Will duly executed in terms of the Indian Succession Act, 1925

OR

- ☐ Copy of Legal Heirship Certificate (or its equivalent) issued by a Competent Government Authority duly attested by a Notary Public or by a Gazetted Officer or attested by the legal heir(s) / claimant(s) subject to verification with the original, and accompanied with (i) a notarized indemnity bond from the legal heir(s) / claimant(s) to whom the securities are transmitted, made on non-judicial stamp paper of appropriate value in the format specified in Form 30; and (ii) no objection from all the non-claimants stating that they have relinquished their rights to the claim for transmission of securities, duly attested by a notary public or by a gazetted officer in the format specified in Form 30

- ☐ viii In case of non-availability of documents mentioned in para c-vii, the following shall be submitted along with other documents mentioned above;

- ☐ a Indemnity Bond (format enclosed) ;

- ☐ b No Objection Certificate(s) from all the legal heir(s) / non-claimants, clearly relinquishing their rights to the claim for transmission of securities (format enclosed) ;

OR

- ☐ Copy of Family Settlement Deed duly executed by all legal heir(s) , duly attested by a notary public or by a gazetted officer [as an alternate to No objection certificate(s)]

(D) For legal heir(s)/claimant(s) where the deceased was a sole holder and no nomination registered in the account - Value of holding exceeds Rs. 15,00,000 (Rupees Fifteen Lakhs) as on the date of application:

- ☐ i Original death certificate or copy of the death certificate attested by the legal heirs (s) or claimant(s) subject to verification with the original, or copy of the death certificate duly attested by a notary public or by a gazetted officer;
- ☐ ii Self-attested copy of PAN card of the legal heir(s) / claimant(s);
- ☐ iii In case the account of the legal heirs(s) / claimant(s) is/are not with the Participant, copy of Client Master Report of the account of the legal heirs(s) / claimant(s);
- ☐ iv Copy of the Succession Certificate (in terms of the Indian Succession Act, 1925), evidencing rights of the legal heir(s) / claimant(s), attested by the legal heir(s) / claimant(s) subject to verification with the original or duly attested by a notary public or by a gazetted officer;
OR
☐ Copy of Letter of Administration (in terms of the Indian Succession Act, 1925), evidencing rights of the legal heir(s) / claimant(s), attested by the legal heir(s) / claimant(s) subject to verification with the original or duly attested by a notary public or by a gazetted officer;
OR
☐ Copy of Court Decree (in terms of the Indian Succession Act, 1925), evidencing rights of the legal heir(s) / claimant(s), attested by the legal heir(s) / claimant(s) subject to verification with the original or duly attested by a notary public or by a gazetted officer;
OR
☐ Copy of Probate of Will* (in terms of the Indian Succession Act, 1925), evidencing rights of the legal heir(s) / claimant(s), attested by the legal heir(s) / claimant(s) subject to verification with the original or duly attested by a notary public or by a gazetted officer;
*Probate of Will shall be only insisted on, if applicable in terms of Indian Succession Act, 1925
OR
☐ Copy of Will** (in terms of the Indian Succession Act, 1925), evidencing rights of the legal heir(s) / claimant(s), attested by the legal heir(s) / claimant(s) subject to verification with the original or duly attested by a notary public or by a gazetted officer shall be accompanied with a notarised Indemnity Bond from the legal heir(s) / claimant(s) to whom the securities are transmitted, made on non-judicial stamp paper of appropriate value in the format specified in Form 30;
** Will duly executed in terms of the Indian Succession Act, 1925
OR
☐ Copy of Legal Heirship Certificate (or its equivalent) issued by a Competent Government Authority duly attested by a Notary Public or by a Gazetted Officer or attested by the legal heir(s) / claimant(s) subject to verification with the original, and accompanied with (i) a notarized indemnity bond from the legal heir(s) / claimant(s) to whom the securities are transmitted, made on non-judicial stamp paper of appropriate value in the format specified in Form 30; and (ii) no objection from all the non-claimants stating that they have relinquished their rights to the claim for transmission of securities, duly attested by a notary public or by a gazetted officer in the format specified in Form 30
- ☐ v In case the claimant/legal heir is a minor, Copy of Birth Certificate;
- ☐ vi In case of claimant being a minor / of unsound mind, KYC of the Guardian of minor / of unsound person;
- ☐ vii A notarized affidavit, in the format provided in Form 30 from all legal heir(s)/ claimants made on non-judicial stamp paper of appropriate value, to the effect of identification and claim of legal ownership to the securities;
Provided that, in case the legal heir(s)/claimant(s) are named in any of the Succession Certificate or Probate of Will or Will or Letter of Administration as may be applicable in terms of Indian Succession Act, 1925 (39 of 1925), or Legal Heirship Certificate or its equivalent certificate issued by a competent Government Authority, an affidavit from such legal heir(s)/claimant(s) alone shall be sufficient;

(4) Declaration:

(Applicable only for legal heir(s)/ claimant(s) where deceased was a sole holder and no nomination in the account - Value of holding exceeding / not exceeding Rs. 15,00,000 (Rs. Fifteen Lakhs) as on the date of application)

We declare that the below mentioned person(s) are the only legal heir(s) / claimant(s) of the deceased and there are no other legal heir(s)/claimant(s). Of these, as specified below, some/all of them are legal heir(s) / non-claimant(s) and some of them have given a No Objection Certificate relinquishing their rights on the securities held in the aforesaid Beneficial Owner account in favour of other legal heir(s)/claimant(s). Details are given below:

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

(5) SIGNATURES:

Sr. No.	Name of claimant	Signature of claimant

Notes: 1. This request form should be signed by the surviving joint holder(s)/ legal heir(s)/ claimant(s)/nominee, as the case may be.
2. * Strike off whichever is not applicable.

FOR OFFICE USE ONLY

In Person Verification (IPV) Details:	Branch Seal / Stamp
Name of the person who has done the IPV : _____	
Designation : _____ Employee Id : _____	
Signature of the person who has done the IPV : _____	

Instructions:

A separate Indemnity Bond would be required if there are any transactions made on the account post the day of death. (format available)

A separate Nominee Indemnity bond would be required in case of nomination is opted by beneficial owner without Annexure JA (format available)

Statement of holdings signed by surviving joint holder(s) / Nominee(s) / Legal Heir(s) in all pages.

All the holders in the joint demat account deceased and if nominee is registered, follow the nominee procedure or Legal Heir procedure should be followed.

If Integrated Enterprises (India) Pvt Ltd is not satisfied with the documents provided, supporting documents will have to be submitted.

Common SOP for reporting the demise of an investor

Annexure-1 – Letter / Email Format - Intimation of Demise information by the Joint Holder(s) / Nominee(s).

To,
Integrated Enterprises (India) Pvt Ltd,
Kences Towers, 4th Floor, 1, Ramakrishna St,
T. Nagar, Chennai - 600 017.

Date: _____

Dear Sir/Madam,
Sub.: Intimation of demise information.

Ref.: Deceased Holder PAN _____ Source Client id: _____

Relationship With Deceased: _____ **(Notifier)**

I/We regret to inform you about the demise of _____ having the above PAN / Folio / Account, where I/We is/are the joint holder(s) / registered nominee(s) in the accounts maintained with M/s. **Integrated Enterprises (India) Pvt Ltd**. Original downloaded / self-attested copy of the Death Certificate is attached for your kind action. I/We am/are enclosing the self - attested copy of deceased person for PAN or any other valid ID proof for necessary validation.

Please let us know the procedure and documentation requirements to transmit the units in my/our favour. Also, note my/our contact details for necessary communication / contacts in this regard and not for updation in KYC records or in any of the accounts.

Details	Joint Holder1 / Nominee1	Joint Holder2 / Nominee2	Nominee3
Name			
PAN			
Mobile			
Email			
Address			

I/We acknowledge and confirm that the information provided above is true and correct to the best of my/our knowledge and belief. In case any of the above specified information is found to be false or untrue or misleading or misrepresenting, I/We am/are aware that I/We may be liable for it for any fines or consequences as required under the respective statutory requirements. I/We hereby authorize you to disclose, share, rely, remit in any form, mode, or manner, all / any of the information provided by me, including all changes, updates to such information as and when provided by me to any of the KYC Registration Agency(ies) for necessary action.

Signature :

1. _____ 2. _____ 3. _____

- Encl: 1. Original downloaded / Notarized copy of the Death Certificate self-attested by the joint holder (or) Nominee.
2. PAN card copy of the deceased person.
3. Joint Holders / Nominees - PAN card copy(ies) self-attested.
4. Joint Holders / Nominees – Address proof copy(ies) self-attested.

ANNEXURE - I

Date: _____

DECLARATION**(Applicable only if transmission of securities in case of nomination)**

CLIENT ID									DP ID	IN300441 / IN301313 / IN300757
------------------	--	--	--	--	--	--	--	--	--------------	--------------------------------

(a) I / We are receiving the assets of the deceased's demat account as a trustee to his / her legal heir(s).

(b) I / We shall extend all co-operation in transferring such assets to the legal heir(s) either suo moto or when approached by the latter.

(c) The Participant legally and validly discharged upon transmission of assets to the nominee(s). In case I / We fail to discharge my / our liability or if there is any dispute between me / us and the legal heir(s) of the deceased, then the Integrated Enterprises (India) Pvt Ltd or NSDL, shall not be party to such disputes

Sr. No.	Name of the Nominee(s)	Signature of the Nominee(s)
1		
2		
3		

FOR OFFICE USE ONLY

In Person Verification (IPV) Details:	Branch Seal / Stamp
Name of the person who has done the IPV : _____ Designation : _____ Employee Id : _____ Signature of the person who has done the IPV : _____	