

DOCUMENTS REQUIRED FOR REGISTRATION OF TRANSFER: -

1. Written Share Transfer Form (SH – 4) duly executed: -
Please submit the form duly signed by transferor(s) i.e. seller(s) and transferee(s) i.e. buyer(s) both. Please fill up all details including name, address and signature of witness. Kindly affix Share Transfer Stamps / franked Transfer Deed @ 0.25% of market value of total shares.
2. It must be presented to the Company / RTA within 60 days of its execution.
3. Self-Attested copy of PAN Card of Transferee(s) / Buyer(s) and Transferor(s) / Seller(s).
4. Crossed / Cancelled Cheque Leaf of Bank Account of Transferee / Buyer.
5. Self-Attested copy of Residence Proof of Transferee(s) / Buyer(s) (any one of the following):-
 - a. Election ID
 - b. Driving License
 - c. Passport
 - d. Electricity Bill
 - e. Water Bill
 - f. Aadhaar Card
6. Email ID of Transferee(s) / Buyer(s).
7. Original Share Certificate(s).
8. Request Letter for Consolidation of Share Certificates, if no. of Share Certificates (to be transferred) are more than one.
9. Signature Verification Certification of Transferee(s) / Buyer(s) duly attested by Bank Manager under his / her Name, Designation, Employee Code and Banks' Rubber Stamp.

ADDRESS OF RTA: - M/S MCS Share Transfer Agent Limited F-65, 1st Floor, Okhla Industrial Area, New Delhi-110020 Tel. No.: 011-41406149/50

Email: admin@mcsregistrars.com