

Transfer of Shares:

According to Regulation 40 of SEBI (LODR), transfer of shares of listed companies can be done only in the dematerialised form from April 1, 2019. Hence, the procedure for transfer of shares as mentioned below is no more in use.

For transfer of shares, the following activities will have to be undertaken:

- 1) Instrument of transfer which shall be in Form No. SH-4 has to be executed
- 2) The required details will have to be filled in the indicated spaces.
- 3) The transferor(s) and transferee(s) have to sign in the space indicated and the signature(s) of the transferor(s) have to be witnessed.
- 4) Attach self-attested copy of the PAN Cards of the transferor(s) as well as of the transferee(s).
- 5) The requisite stamp duty has to be franked /affixed on the instrument of transfer i.e. 0.25% of the present market value of shares, on the date you would execute the said Form.
- 6) The instrument of transfer along with the relevant original valid share certificate(s) has to be submitted/ delivered to the Company's Registrars within 60 days from the date of its execution, specified thereon.
- 7) In case the transferee is already having an existing folio number in similar name(s) and order thereof, please quote the same in the Securities Transfer Form (Form no. SH.4) to enable us to register new shares in the same folio number.

The blank transfer forms (Form SH4) would be available with your local stockbroker / Stock Exchange. The same can also be downloaded from the DBSL website.

Other important information:

- a) With effect from 01.07.02, for transactions in physical form, the Government of Maharashtra has banned the sale and use of share transfer stamps. For transactions executed in Maharashtra, instead of affixing share transfer Stamps, stamp duty @ 0.25% of the market value or the consideration amount (whichever is higher) should be franked on the instrument of transfer.
- b) Validity of the executed instrument of transfer
 - a. for shares :- 60 days from the date of execution
 - b. for debentures :- for an indefinite period
- c) SEBI has notified vide its Circular No. MRD/DoP/Cir-05/2009 dated 20th May, 2009 that it is mandatory for all transactions in the securities market including transfer of shares in physical form of listed Companies to be accompanied with copies of PAN Cards of ALL the transferees.
- d) As per SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015,

both transferor's and transferee's are required to furnish copies of their PAN Cards for transfer of securities.

Hence, kindly attach self-attested copies of PAN Cards of both the transferee(s) and transferor(s) along with the instrument of transfer(Form SH 4), valid share certificate(s), original unsigned copy of the cheque leaf of the active core banking account with the name of the 1st named Transferee appearing on it and also his/her email address and Mobile No.

[Refer download forms for formats](#)