

Transmission Request Form-cum-Undertaking for Quick Transmission Process (QTP)



Where No Nominee is Registered

Please tick (✓) the boxes wherever applicable and fill in the details legibly.

To			Date:								
Company Name:	Fund Name:	RTA:	DP:								
Address:											
City:	Pincode:										

Part A Claimant and Deceased Holder information

DP ID / Client ID / Folio No.	
Deceased Holder Name:	
Claimant Name	
Claimant PAN / PEKRN (Mention only number)	
Category of Claimant	☐ Parent ☐ Spouse ☐ Child ☐ Parent-in-law
Documentary Proof attached (Refer Annexure – 1 for the documents list)	

Part B Transmission Request Form

I, the claimant named herein above, hereby inform you about the demise of the above-mentioned security/unit holder(s) and request you to transmit the securities/units held by the deceased security/unit holder(s) in my favor in my capacity as:

☐ Legal Heir ☐ Successor to the Estate of the deceased ☐ Administrator of the Estate of the deceased

Part C Undertaking

I/We _____, legal heir(s) of Late Mr./Ms. _____ ("Name of the Deceased Holder"), residing at _____ do hereby state and undertake as under:

1. The deceased holder held the following MF unit holdings in his/her name as sole/single holder:

S. No.	Company / Fund Name with Scheme Name	Folio No. / DP Client ID	No. of Securities / Units / Shares Held	Certificate Number (for physical shares / securities)	Distinctive Numbers (for physical shares / securities)
1.				NA	From: NA To: NA
2.				NA	From: NA To: NA
3.				NA	From: NA To: NA

2. Above referred deceased holder died without registering any nominee.

3. That I/We are the legal heir(s) of the deceased as per the details in the below table and that we are the only legal heirs/legatees of the deceased holder.

Name of the Legal Heir(s)*	Age	Relationship with the deceased

* Where any legal heir is a minor, such minor is represented herein by his/her natural/legal guardian.

Therefore, I/We, the Legal Heir(s)/Claimant(s), have approached _____ (Name of the Company / AMC / RTA / DP / Depository) with a request to transmit the aforesaid securities in the name of the undersigned, Mr./Ms. _____ [Name(s) of the legal heir(s)/claimant(s)], on my/our behalf. I/We, am/are furnishing the documents as mentioned below for transmission of the securities in our name:

Annexure-A Proof Of Relationship

A self-attested copy of the proof of relationship referred to above is enclosed herewith:

Tick (✓) against the document* given as proof of relationship

☐	Birth certificate which lists the parent's name	☐	School leaving certificate	☐	School records/service records mentioning the parent's name								
☐	Passport	☐	Marriage Certificate	☐	Ration Card	☐	Voter ID	☐	Aadhar	☐	Permanent Account Number	☐	Will
☐	Legal Heirship Certificate	☐	Court Decree	☐	Letter of Administration	☐	Succession Certificate	☐	Probate of Will (where available)				

Annexure-B Draft of The Affidavit

To be executed on Non-Judicial Stamp Paper of appropriate value (as applicable in the relevant State where the claimant resides) and notarized / attested by a Gazetted Officer or Judicial Magistrate First Class (JMFC)

I/We, _____ Son / daughter/legal heir of _____

residing at _____ do hereby solemnly affirm and state on oath as follows.

That Mr. / Mrs. _____ ("Name of the Deceased Holder") held the following securities:

S. No.	Company / Fund Name with Scheme Name	Folio No. / DP Client ID	No. of Securities / Units / Shares Held	Certificate Number (for physical shares / securities)	Distinctive Numbers (for physical shares / securities)
1.				NA	From: NA To: NA
2.				NA	From: NA To: NA
3.				NA	From: NA To: NA

That the aforesaid deceased holder died leaving behind the following persons as the legal heirs without registering any nominee:

S. No.	Name of the Legal Heir(s)*	Address and contact details	Age	Relationship with the deceased
1.				
2.				
3.				

That among the aforesaid legal heirs, Master / Kumari. _____ aged ____ years is a minor and is being represented by Mr./Ms. _____ ("Name of the Guardian") being his / her father / mother / legal guardian.

⊗	SIGN HERE Signature of the Deponent
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Note: Where any person required to sign this document is unable to sign, he/she may affix his/her left thumb impression in lieu of signature.

VERIFICATION

I/We hereby solemnly affirm and state that what is stated herein above is true and correct and nothing has been concealed therein and that we I am competent to contract and entitled to rights and benefits of the abovementioned securities of the deceased.

⊗	SIGN HERE Solemnly affirmed at/Signature of the Deponent	⊗	SIGN HERE Signature of Notary with Official Seal of Notary & Regn. No.
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* strikeout whichever is not applicable