

BOI Transmission procedure

1. Please send us original shares certificate(s) with the following documents **in one set**.
2. Affidavit* on Rs.100 non judicial stamp paper, duly notarized.
3. Transmission form* duly filled and signed.
4. Death certificate (with translated copy in English duly notarised, if in vernacular language), duly notarized.
5. Self-attested copy of the PAN Card of all legal heirs, witnesses & sureties.
6. Self-attested copy of Telephone/Electricity/Gas bill (not older than 3 month) & Voter Id of all legal heirs, witnesses & sureties.
7. Signature attested by bank Manager under his/her official seal with her/his name, designation, employee code and phone no.
8. Cancelled cheque of the all claimants having name on it.
9. No objection certificate* of the other legal heirs / successors not claiming the shares, duly notarized.
10. (a-g) or (h)
 - a) Title claim form *
 - b) Affidavit (on stamp paper of Rs.100/-) *
 - c) Indemnity (on stamp paper of Rs. 500/-) *
 - d) Surety Form if shares are more than 500.
 - e) Legal heirship certificate /copy of Ration card having name all the legal heirs, duly notarized.
 - f) Confirmation from the banker of the claimant, stating that he/she is maintaining satisfactorily operated account for last 5 years.(if shares are more than 500)
 - g) An affidavit on stamp paper of Rs. 100/- duly notarized, stating that there are no other assets which require legal representation. (if shares are more than 500)Or
 - h) h) Succession Certificate / Letter of administration / Probate of will / Court decree, duly notarized. (**Mandatory if above 2000 shares**)

11. Format attached

TRANSMISSION OF SECURITY OF A DECEASED HOLDER WITHOUT LEGAL REPRESENTATION

Read carefully the instructions before filling in the enclosures

The enclosures are :

Title Claim form	_____	_____	"T"
Affidavit	_____	_____	"A"
Indemnity	_____	_____	"I"
Surety Form	_____	_____	"S"
No Objection Statement	_____	_____	"N"

Sequence of steps to be followed:

- 1) Affix Special Adhesive Stamps of
-Rs. 100/- on Affidavit - "A"
-Rs. 200/- on Indemnity "I"
Before signing these forms (Refer item "F" below)
- 2) Fill in answers posed in Title Claim Form "T" giving details in full
- 3) Fill in Affidavit - "A" but do not sign now (refer B)
- 4) Arrange for person to stand as Surety
- 5) Fill in Form of Surety - "S" and get his/her signature on the form attested by Bank Manager/Employer,
- 6) Fill in Indemnity - "I", but do not sign now (refer B)
- 7) Recheck that all documents are completely filled
- 8) Arrange for Applicant/s and proposed Surety to sign on Affidavit/Indemnity in presence of a First Class or Stipendiary Magistrate/Public Notary/Judicial.
- 9) Fill in No Objection Statement and get renounee's signature on the form witnessed by Bank Manager/ Employer / Notary Public under his seal.
- 10) Submit together all duly completed documents to us.

SPECIAL INSTRUCTIONS

TITLE CLAIM FORM "T"

- a) The Certificates for securities standing in the sole name of deceased holder alongwith his/her Death Certificate must be sent with these forms.
- b) In case the name as mentioned in death certificate and securities differs then an identity Certificate/ Affidavit must be produced in confirmation that the deceased is one and the same person in both instances.
- c) If the deceased had declared a will (Registered or Unregistered) a copy thereof must be submitted in support of the claim made by applicant/s.
- d) In case of Minor Children of the deceased, their names under Guardianship should be included as applicant/s
- e) The applicant/s must obtain "No Objection" as per annexure "N" from the other legal heir/s, if any, whose names are to be excluded in transmission of the securities.

AFFIDAVIT "A" & INDEMNITY - "I"

- f) Affidavit/Indemnity may be affixed with Special Adhesive Stamps or the text may be reproduced on Non-Judicial Stamp Paper of denominations given in 1 above.
- g) Signature/s must be attested only by a First Class or Stipendiary Magistrate/Notary Public/Judicial.
- h) Full name/Address (and Regn.No.) of the Official must be mentioned.
- i) Indemnity must be signed by applicant/s as well as Surety.

SURETY FORM "S"

- j) The financial standing of the proposed surety must be commensurate with the market value of the security/ies
- k) Surety form must also be signed by Bank Manager/Employer in affirmation of the details mentioned therein.

NO OBJECTION STATEMENT "N"

- l) This statement must be furnished by each renounee/s (either independently or jointly/severally) as per the draft given.
- m) Photostat copy/ies of this draft may be used if more than one renounee is to furnish the statement.
- n) The signature/s of the renounee/s must be witnessed by Bank Manager/Employer for identification purpose.
- o) In Case of minor legal heir "NOS" Should be signed by natural guardian.

SPECIMEN SIGNATURES (IN TRIPLICATE) OF APPLICANT/S

1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____

TITLE CLAIM FORM BANK OF INDIA

"T"

Form to be filled in by person or persons claiming the title to security/ies of a deceased holder without legal representation

1) Full name of the deceased holder _____

2) Date of death of the deceased according to English Calendar.
(Attach Municipal Death Certificate in support) _____ Day _____ Month _____ Year

3) i) Number of shares held by the deceased in the Bank _____ Folio No. : _____

ii) In whose possession are the certificates at present _____

iii) Number of Securities held in sole name of the deceased in other companies _____

4) Particulars of property (movable and immovable) of deceased other than that shown in column 3 above (if any, briefly state as to its disposal) _____

5) Has the deceased left a will or any other testamentary instrument disposing of his property? (if so, attach an attested copy of the same.) _____

6) Has the deceased left parents/widow/husband and / or children?	Name	Relationship	Age	Marital Status
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7) By what law is the estate of the deceased governed? (please state which School of Law is applicable i.e. Hindu Law, Muslim Law, Christian Law etc.) _____

8) Who are the heirs of the deceased according to the law by which succession to his estate in governed	Name	Relationship	Age	Marital Status
Same as Sr. No. 6				

9) Was the deceased (if a Hindu) a member of a joint and undivided Hindu family? If so, please state the name/s and ages of the surviving co-parceners	Name Surviving co-parceners	Relationship	Age	Marital Status
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10) Details of person(s) claiming title to the securities viz. Applicant(s) on whose name(s) the securities are to be transmitted.	Name of applicants	Relationship	Age	Occupation
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11) Are any heirs being excluded ?
if so why? have each of them
given No Objection Statement
in Annexure "N" ?

12) Any other information which the
applicant(s) wants to give in support
of his/her/their claim to the security/ies
in the Bank standing in the name of
the deceased holder

Address of Applicants :

Pin

signature(s) of applicant(s)

Date:

Phone No. : _____

Mobile No. : _____

E-mail ID. : _____

Before Signature Affix
Rs. 100/- Special
Adhesive Stamp here or
alternative have this
typed on non judicial
stamp paper of Rs.100/-

AFFIDAVIT

I/We _____
(Full name (s) applicant (s))

solemnly affirm and say that what is stated in answer to the questions on the form on the reverse and marked "T"
is true to my/our knowledge.

Date _____

Signature (s) of the applicant (s)

Solemnly affirmed at _____ on the _____ day of _____ 200 _____

Full Name and : _____ Signed in the presence of _____

Address of _____

Magistrate _____

Notary _____

Pin _____

Signature of Magistrate/Notary _____

Regn. No. _____

Use Space below to affix :

Notarial/Court Fee Stamps

Official Seal of Magistrate/Notary

- N.S.:
- 1) The delivery to the Bank of this form duly filled in shall not in any way to affect the Bank's right to refuse the application altogether or to insist on a Legal Representation viz. Succession Certificate/ Probate of will/Letter of Administration/etc. before transmitting the Securities.
 - 2) The enclosed "Title Claim Form" (form "T") should also be counter signed by the Magistrate/Notary.

To be typed on
non-judicial stamp paper
of Rs. 500/- or special
adhesive stamp of
Rs. 500/- to be pasted
and cancelled by
stamp office

INDEMNITY

To all to whom these Presents shall come and concern I/we [Name(s)] of applicant(s) hereby solemnly affirm and state as follows :

WHEREAS _____ (Name of deceased) was at the date of his/her death as hereinafter more particularly mentioned the registered holder of equity shares bearing Distinctive Nos. _____ of the nominal face value of Rupees ten each in Bank of India, a Banking Company constituted under Banking Companies (Acquisition and Transfer of Undertakings) Act (hereinafter called the Bank) and whereas the said _____ (name of the deceased) departed this life on or about the _____ day of _____ 200____ intestate and without leaving any debts and leaving him/her surviving viz : _____

_____ (refer item 6 of form "T") respectively and WHEREAS the said _____

[Name(s) of the Applicant(s) has/have applied to the Bank to transfer the said securities which still stand in the name of the said _____ [Name of deceased] into the name of the said _____ [Name(s) of the Applicant(s)] and to pay him/her the dividends thereon which the Bank have agreed to do upon the said _____

(Names of the applicant(s) as principal(s)) and the said _____ (Name of the surety) as surety executing in favour of the Bank such indemnity as hereinafter contained. NOW BE IT KNOWN TO ALL AND THESE PRESENTS WITNESS that they the said _____

[Name(s) of applicant(s)] and _____

(Name of surety) as surety for themselves, their heirs, executors, administrators and assigns do hereby covenant with the Bank its successors and assigns that they the said covenanting parties jointly and severally, and their heirs, executors, administrators and assigns will on the Bank transferring all the said securities into the name of the said _____

(Name(s) of applicant(s) and paying him/her/them the dividends already due and grow due thereon, at all times, save, defend, keep harmless and indemnified the said Bank its successors and assigns and its and their estates and effects and the Directors, Agents, Secretary and Shareholders of the said Bank, their heirs, executors, administrators and assigns and their and each of their estates and effects from and against all actions, causes of actions, suits proceedings, accounts, claims and demands whatsoever at law or at Equity or otherwise howsoever for or on account of the said shares or dividends thereof or any part thereof or otherwise in connection with the said shares on the part of any person or persons whomsoever and from and against all damages, costs, charges and expenses in respect thereof or otherwise howsoever in relation to the premises.

IN WITNESS WHEREOF THE said _____

[(Names(s) of applicant(s)] and _____

(Name of Surety) have here set their respective hands and seals this _____ day of _____
200

Signed, Sealed and delivered

in the presence of

by the said applicant(s)

(Signature of Magistrate/Notary)

Full Name and _____

address of _____

Magistrate/ _____

Notary _____

(Signature(s) of applicant(s)

Pin _____

(Signature of Surety)

Regd. No. _____

Use space below to affix :

Notary/Court Fee

Stamps

Official Seal

of Magistrate/Notary

“N”

NO OBJECTION STATEMENT

Statement to be made by heir whose name is excluded in transmission of securities standing in the sole name of deceased holder,

Whereas

1) I / We _____
Residing at _____
_____ am / are the
heir of late _____
the deceased registered holder in Bank of India holding _____ Shares bearing
distinctive No. (s) _____
under Folio No. _____ & certificate No. _____

2) It has been stated to the Bank that the aforesaid security/ies be transmitted from the name of the deceased to only the name(s) of applicant(s) viz. _____

I the aforesaid, state that I do not desire to make a claim of title in respect of said security/ies held in name of the said deceased and I do not have any objection to the Bank transmitting the said security/ies, in the name(s) of the above mentioned applicant(s) only

Dated the _____ day of _____ 200_____

Signed in the presence of _____

Bank Manager/Employer

Signature of Renouncee

Full Name and Address of Bank Manager/Employer & Seal

_____ Pin _____

Surety Form 'S'

Name of the deceased Shareholder/s : _____

Name of the claimant : _____

1) Name in full of surety : _____
(Surname) (Name) (Middle Name)

Son of _____

2) Date of Birth : _____ 3) Age : _____

4) Permanent Residential Address : _____

Pin Code : _____

Phone No. : _____

Mobile No. : _____

5) Details of Passport held, if any :

i) Number _____

ii) Date of Issue _____

iii) Date of Expiry _____

iv) Issuing Authority _____

6) Occupation: Service/Business/Self employed

a) If employed, details about the employment : _____

Name & Address of the employer : _____

Pin Code : _____ Tel No. : _____ Fax No.: _____

Employed since _____ Designation _____

Gross Monthly Salary : Rs. _____ Net Take Home Salary Rs. _____

Income Tax payer: Yes/No. If yes, PAN No. : _____

b) If having business/self-employed, details about the same : _____

Nature of business/self-employed activity : _____

Type of organisation : Proprietary/Partnership _____

Since _____

Business address : _____

Pin Code : _____ Tel No. : _____ Fax No. : _____

Gross/Net Annual Income : Gross Rs. _____ Net Rs. _____

Income-tax payer: Yes/No. If yes, PAN No. _____

7) Position of Assets and Liabilities : as on

Details of assets/savings (Rs.)

Details of liabilities/dues (Rs.)

- i) LIC policies : _____
- ii) Deposit with banks : _____
- iii) Deposit others : _____
- iv) NSC/PPF/IVP/KVP : _____
- v) Shares/Debentures/Units : _____
- vi) Land/Building/House : _____

- i) Dues to banks _____
- _____
- _____
- _____
- _____
- ii) Others _____

(Full address with Serial No. /Municipal/ Panchyat

Building No. : _____

- vii) Car : _____
- viii) Gold & Silver/Jewellery : _____
- ix) Other assets : _____

Total assets : _____

Total liabilities : _____

8) Net Worth: Rs. _____

I hereby declare that I am agreeable to stand as surety to Mr./Mrs./Ms.

Yours faithfully,

Signature of the Surety _____

Place :

Date :

Signed in the presence of

Address of Bank Manager / Notary Public

Bank Manager / Notary Public

(Under his Code No.)