



WEST COAST PAPER MILLS LIMITED

Guidelines for Transmission Procedure

As a Claimant/Legal heir you can get the shares transmitted on your name by providing the below mentioned documents along with the documents mentioned in Annexure I as per your case, at the below mentioned address of the company:

1. Form ISR-1
2. Form ISR-2
3. SH-13
4. Form ISR-4
5. CML Copy
6. Self attested copy of Address proof
7. Cancelled Cheque

Address of the Company:

SHARE DEPARTMENT
WEST COAST PAPER MILLS LIMITED
Bangur Nagar,
Dandeli 581325
District Uttara Kannada
Karnataka
Phone-(08284) 231391 Extn.212
Email: co.sec@westcoastpaper.com

The Above Formats available on websites of Company i.e www.westcoastpaper.com) and on MUFG Intime India Private Limited (RTA of the company) i.e <https://web.in.mpms.mufg.com>

Upon receipt of the documents the same shall be forwarded to RTA of the company they will check and reply accordingly, if the documents are found to be in order then RTA will issue LOC which you need to demat it within 120 days from date of LOC.

If you have any queries, please feel free to contact us via email at co.sec@westcoastpaper.com or phone (08284) 231391 Extn.212

Annexure - I

Sr. No	Documents required for transmission	Sole holder deceased & nomination registered	Sole holder deceased & nomination not registered
1.	Transmission Request Form	ISR-5	ISR-5
2.	Original death certificate or Copy of death certificate attested by a notary public/gazette officer or copy of the death certificate attested by the nominee/claimant, subject to verification with original by the RTA/Listed Issuer	✓	✓
3.	Self-attested copy of Permanent Account Number Card of the nominee/claimant issued by the Income Tax Department	✓	✓
4.	Copy of Birth Certificate (in case the Claimant is a minor)	✓	✓
5.	KYC* of the Claimant Guardian (in case of nominee /claimant being a minor / of unsound mind).	✓	✓
6	Original Security certificate(s)	✓	✓

*If not KYC compliant

7.	Notarized affidavit from all legal heir(s) made on non-judicial stamp paper of appropriate value on identity and claim of ownership, as per the format provided.	NA	✓
8.	In case the legal heir(s)/claimant(s) are named in the Succession Certificate or Probate of Will or Will or Letter of Administration or Legal Heirship Certificate (or its equivalent certificate), instead of the document mentioned in point 7 above, an Affidavit from such legal heir(s)/claimant(s), duly Notarised and as per the format provided shall be sufficient.	NA	✓
9.	Copy of any of the following documents: (a) Succession certificate; or (b) Probate of Will; or (c) Will, along with a notarized indemnity bond from the legal heir(s)/claimant(s) to whom the securities are transmitted, as per the format specified provided or (d) Letter of Administration; or (e) Court Decree; or	NA	✓

	<p>(f) Legal Heirship Certificate or its equivalent, along with (i) a notarized indemnity bond from the legal heir o(s)/claimant(s) to whom the securities are transmitted, as per the format provided and (ii) No Objection from all the non-claimants, as per the format provided.</p> <p>The document should be 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.</p>		
10.	<p>For cases where the value of securities is up to rupees five lakhs per listed entity in case of securities held in physical mode and up to rupees fifteen lakhs per beneficial owner in case of securities held in dematerialized mode, instead of and where the documents mentioned in point 9 above are not available, the following documents may be submitted;</p> <p>(i) no objection certificate from all legal heirs(s), in as per the format provided or copy of family settlement deed executed by all the legal heirs, duly attested by a notary public or by a gazetted officer; and</p> <p>(ii) notarized indemnity bond made on non-judicial stamp paper of appropriate value, indemnifying the Share Transfer Agent/listed entity, in as per the format provided.</p>	NA	✓