

Checklist for Share Transfer of Company

SHARE TRANSFER · DOCUMENTS & DETAILS CHECKLIST

Checklist of documents and details required for transfer of shares in a private/public company. Please arrange the following before initiating the share transfer process.

01 Certificate of Incorporation

02 MOA and AOA

03 Details of Shares to be transferred (No. of shares and name of transferor and transferee)

04 PAN & Aadhar of transferor and transferee

05 Email ID of transferor and transferee

06 Distinctive no. of Shares to be transferred

07 Ledger Folio of transferor and transferee

08 Share Certificate number to be transferred

PLEASE NOTE

All documents should be self-attested and legible. Share transfer is effected through execution of Form SH-4 along with payment of applicable stamp duty (0.015% of consideration). Transfer is approved by the Board of Directors and recorded in the Register of Members.