

TRANSFER PROCEDURE

Q.1 I have purchased Servotech shares, how do I get them registered in my name and how long will it take?

You will have to send the share certificates and the Share Transfer Deed (available with Stock Exchange/Share Brokers) duly filled in, executed and affixed with share transfer stamps at 0.25% of the market value on the date of execution of the transfer deed.

Please note that copies of self-attested pan cards of all the transferees are mandatory for registration of transfers.

The shares, along with the Share Transfer Deed and copies of self-attested pan cards will have to be sent to Bigshare Services Private Limited at the following address:

Bigshare Services Private Limited
302, Kushal Bazar
32-33, Nehru Place
New Delhi-110091
Phone No. 01142425004/01147565852
E-mail ID: bssdelhi@bigshareonline.com

It takes 15 days to process the transfer. Once the shares are registered in your name, you will receive the original share certificates duly endorsed/transferred.

It is advisable to get your shares dematerialized through your Depository Participant. Please refer to Point II on dematerialization of shares for more details.

Q.2 I would like to gift some shares to my children/relatives. How do I get them registered in their names? Does this involve stamp duty?

The procedure for registering gifted shares is the same as the procedure for a normal transfer. Stamp duty is also applicable on gifted shares and the duty is at 0.25% of the market value prevailing on the date of execution of the transfer deed.

Q.3 Where should I send the shares for transfer? Can I hand them over at your Branch Office?

Bigshare Services Private Limited
302, Kushal Bazaee
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You will have to lodge the shares, either by personal delivery or through post/reputed courier. Since our Offices do not handle share transfer processing, kindly do not hand over your shares at Branch offices or other offices of our Company.

Q.4 What is the stamp duty on shares transfer? Where do I get these stamps?

The stamp duty applicable on share transfer is at 0.25% of the market value on the date of execution of the transfer deed. Share Transfer Stamps can be obtained from the authorised stamp vendors. Your share broker can also help you in this regard.

Alternatively, you can get the Transfer Deed franked with the requisite stamp fee by any bank where franking services are available.

Q.5 How do I ensure that the Transfer Deed is complete before sending it to the Company?

When the Transfer Deed with the filled in transferor's details comes to you, please ensure that the requisite details such as folio number, certificate number, and distinctive number, name of the holder, name and address of witnesses are filled in. Please also ensure that the Transfer Deed is signed by the transferor(s) (signatures of all holders in case of joint holding) and the witness.

Please note that attestation of transferor's signature by a Manager of a nationalized bank where the transferor holds a savings account will minimize the chances of rejection of transfer request on account of signature mismatch.

Please fill in all the columns of the transfer deed, sign as transferee at appropriate places and affix share transfer stamps at 0.25% of the market value on the date of execution of the transfer deed. Please ensure that the transfer deed is duly filled in and executed as explained, to avoid any discrepancy/objection on lodgement.

Q.6 I want to add another person as a joint-holder to my shareholding. What is the procedure that I should follow?

To add a joint-holder name to your shareholding, please execute a stamped transfer deed and submit the same to the Investor Service Counter for transfer. Please note that such additions amount to a change in ownership of shares and the transfer procedure explained above has to be followed.

Q.7 I have purchased Servotech shares long back but forgot to get them transferred in my favour. What is the procedure that I should follow now?

A transfer deed is valid for a period of one year from the presentation date indicated on the stamp affixed by the Registrar of Companies on the upper portion of the deed or the closure date of Register of Members immediately after the presentation date, whichever is later. Please check whether your transfer deed is still valid. If so, submit the transfer deed duly executed and stamped along with share certificates to our Investor Service Counter for transfer in your favour.

If the validity period of the transfer deed has expired, please approach the Registrar of Companies to extend the validity of the transfer deed. Alternatively, you may approach the registered holder/seller whose signature appears on the transfer deed as Transferor to execute fresh transfer deeds. Thereafter, you may submit the revalidated / fresh transfer deed to the Investor Service Counter for transfer.