

FAQ's on Transfer of Shares

1 - I have purchased physical shares. How do I get them registered? How long will it take?

Answer:

You will have to send the share certificates along with 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.

The shares, along with the Share Transfer Deed will have to be sent to our R & T Agent at the following address, Bigshare Services Pvt. Ltd., E-2, Ansa Industrial Estate, Saki-Vihar Road, Sakinaka, Mumbai - 400 072.

Normally, it takes 15 days for processing the transfer the shares are registered in your name, and the share certificates will be dispatched to you.

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

Answer:

The procedure of registration of shares gifted is same as the procedure for a normal transfer. The stamp duty is also applicable in case of gifted shares, and the duty is at 0.25% of the market value prevailing on the date of execution of the transfer deed by the transferee.

3 - Where should I send the shares for transfer?

Answer:

Registration of Share Transfer is carried out only at the office of our R & T Agent in Mumbai at Bigshare Services Pvt. Ltd., E-2, Ansa Industrial Estate, Saki-Vihar Road, Sakinaka, Mumbai - 400 072.

4 - What is the stamp duty on shares? Where do I get these stamps?

Answer:

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

5 - How do I ensure that the Transfer Deed is complete before sending it to the company?

Answer:

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.

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

Answer:

You have to execute a transfer deed, duly stamped and submit the same to our R & T Agent for transfer. Please note that such addition of name amounts to change in ownership of shares and the procedure for transfer has to be followed.

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

Answer:

A transfer deed is valid for a period of one year from the presentation date indicated in 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 R & T Agent for transfer in your favour.

If the validity period of the transfer deed has expired you will have to approach the Registrar of Companies for extending the validity of the transfer deed. Alternatively, you may approach the registered holder/seller whose signatures are appearing on the transfer deed as seller to execute fresh transfer deeds. Thereafter you may submit the fresh/revalidated transfer deed to our R& T Agent for transfer. Revalidation of transfer deed(s) is not applicable in case of entities which are not under the purview of Registrar of companies