

PROCEDURE FOR NAME DELETION: -

please send the following documents to our RTA (address mentioned below):

1. Written Request letter, on plain paper, for Name Deletion on Share Certificate(s) duly signed by Surviving Shareholder(s).
2. Self-Attested copy of PAN Card of Surviving shareholder.
3. Crossed / Cancelled Cheque Leaf of Bank Account of Surviving shareholder.
4. Email ID of Surviving shareholder.
5. Copy of Death Certificate of deceased shareholder duly attested by attested by a Notary Public or by a Gazetted Officer.
6. Original Share Certificate(s).
7. Signature Verification Certification of Surviving Shareholder(s) duly attested by Bank Manager under his / her Name, Designation, Employee Code and Banks' Rubber Stamp (Format attached).

ADDRESS OF RTA: - **M/S MCS Share Transfer Agent Limited** F-65, 1st Floor, Okhla Industrial Area, New Delhi-110020 Tel. No.: 011-41406149/50

Email: admin@mcsregistrars.com