

## **INSTRUCTIONS FOR FILLING THE PRESCRIBED FORMS FOR TRANSMISSION OF SHARES**

### **General:**

1. The forms can be used as such or the contents may be reproduced on white paper/stamp paper, as the case may be. The structure and contents of the forms should not be changed while reproducing/ typing on the stamp paper.
2. The transmission of shares held by the deceased shareholder(s) in the name(s) of the legal heir(s) will be registered by the Corporation only after receipt and approval of all the duly filled-in prescribed forms/documents, as the case may be.
3. Please note that submission of prescribed forms/documents by the legal heir(s) will not limit the Corporation of its right to insist for any further forms/documents, as the case may be, to safeguard the interest of the Corporation/legitimate legal heir(s) in the matter.
4. The legal heir(s) may contact his/her/their Advocate/Solicitors for any guidance in obtaining the Succession Certificate/Probate/Letter of Administration/Legal Heirship Certificate, as the case may be.

### **FORM - I : Request for Transmission of shares**

1. To be submitted by the legal heir(s), in whose favour the transmission of shares is requested. In case the transmission of shares is requested in more than one legal heir's name, then all the applicants must sign the application. The legal heir(s) who is/are signing the application is/are referred to as Applicant Legal Heir(s).
2. The number of applicant(s) should not be more than three, except in cases where Succession Certificate / Legal Heirship Certificate is obtained for more than 3 persons.
3. In case one or more of the applicant(s) is/are minor(s), then his/her/their legal/natural guardian(s) must sign the application on behalf of the minor(s), stating the relationship.
4. The applicant(s) signing the application, must also execute and sign Indemnity Bond and Affidavit as per our format.

### **FORM - II- Affidavit**

1. Affidavit may be affixed/franked with Special Adhesive Stamps of ₹ 100/- or the text may be reproduced on Non-Judicial Stamp Paper of ₹ 100/-.
2. Signature / Thumb Impression of the Surety should be attested only by the Notary Public / Magistrate or Gazetted Officer or Employer / Bank Manager, as case may be.

### **FORM - III : No Objection Certificate from Other Legal Heirs**

1. Signature / Thumb Impression of the Other Legal Heirs should be attested only by the Notary Public / Magistrate or Gazetted Officer or Employer / Bank Manager, as case may be.

### **FORM - IV – Indemnity Bond**

1. Indemnity Bond should be on Non-judicial stamp paper of ₹.500/-.
2. Indemnity Bond should be witnessed by two persons.
3. Witness and Surety have to be different individuals.
4. Surety will be accepted only from a person with sound financial position
5. The Surety has to attach attested copy of his PAN Card and Form 16 of the latest financial year and attested copy of his proof of identification viz. Ration Card, Election Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc.
6. Surety should not be spouse of the shareholder or Relative of the legal heir(s) of the deceased shareholder
7. Surety should furnish the details of Movable / Immovable Properties owned by him / her to establish his her Financial Soundness.
8. Signature / Thumb Impression of the Surety should be attested only by the Notary Public / Magistrate or Gazetted Officer or Employer / Bank Manager, as case may be.



4. Particulars of legal heir(s) in whose favour the transmission of shares is requested:

**First Applicant** Name : \_\_\_\_\_  
Relation with deceased Shareholder: \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel.No./E-Mail ID. \_\_\_\_\_

**Second Applicant** Name : \_\_\_\_\_  
Relation with deceased Shareholder: \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel.No./E-Mail ID. \_\_\_\_\_

**Third Applicant** Name : \_\_\_\_\_  
Relation with deceased Shareholder: \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel.No./E-Mail ID. \_\_\_\_\_

5. Document(s), as per the format prescribed by the Corporation, submitted along with the Application (please tick the relevant documents)

- |      |   |   |   |
|------|---|---|---|
| i.   | Form II - Affidavit   | [ | ] |
| ii.  | Form III – No objection Certificate   | [ | ] |
| iii. | Form IV - Indemnity Bond  | [ | ] |
| iv.  | Original or a copy of death certificate attested by Notary<br>or Gazetted Officer | [ | ] |
| v.   | Self attested copy of PAN Card  | [ | ] |
| vi.  | Original Share Certificates   | [ | ] |

I/We, the above named applicant(s), do hereby authorise the Corporation to take on record my/our signatures as provided below on this form.

I/We, the above named applicant(s), do hereby certify that the contents of this Application are true to the best of my/our knowledge and belief and nothing material has been concealed.

**Signature(s)/Thumb Impression(s) of Applicant(s)**

First Applicant : \_\_\_\_\_

Second Applicant : \_\_\_\_\_

Date : \_\_\_\_\_

Place: \_\_\_\_\_

Third Applicant : \_\_\_\_\_

(Above signature / Thumb Impression(s) of the Applicant(s) will be recorded as a Specimen for all official purposes)



3. That I/We am/are the only legal heir(s) of Late Shri/Smt./Kum. \_\_\_\_\_  
[Name of deceased shareholder]  
and entitled to the transmission of the above mentioned shares in my/our names. I/We have submitted our Application to HPCL forwarding therewith the necessary documents and requested for transmission of shares in my/our name(s).
4. That Late Shri \_\_\_\_\_ has no heirs other than those mentioned in the Application (Form I) and No Objection Certificate (Form III).
5. I/We am/are of sound mind and also not insolvent.
6. That neither the said late Shri/Smt./Kum. \_\_\_\_\_  
[Name of deceased shareholder]  
nor any other person or authority has sold, transferred, pledged or otherwise encumbered the above mentioned shares in any way. The original share certificate(s) available with me/us is/are enclosed with my/our application submitted to HPCL.
7. That I/We have executed an Indemnity Letter dt. \_\_\_\_\_ in favour of HPCL, undertaking to indemnify the Corporation in case of loss or damage or suffering that HPCL may endure on account of registering the transmission of the above mentioned shares in my/our name(s).
8. That I/We therefore, request the Corporation to transmit the aforesaid shares and register them in my/our names in the book of the company without production of succession certificate or letter of administration.

I/We, the above named deponent(s) do hereby affirm and confirm that the contents of this Affidavit are true to the best of my/our knowledge and belief and nothing material has been concealed.

**Signature(s)/Thumb Impression(s) of Applicant(s)**

First Applicant : \_\_\_\_\_

Second Applicant : \_\_\_\_\_

Third Applicant : \_\_\_\_\_

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**Before Me**

**Attested By**  
**(Signature, Official Seal, Name/Designation/Address of the attesting authority)**

**FORM III**

**NO OBJECTION CERTIFICATE FROM OTHER LEGAL HEIRS**

I/We declare and state that, I/We are the other Legal Heirs of the deceased shareholder. I/we DO NOT have any objection to HPCL for transmitting the shares held by the deceased shareholder Late \_\_\_\_\_ on the Folio No. \_\_\_\_\_ in the name(s) of the following applicant legal heir(s) :-

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

I/We declare that, my/our heirs, executors, administrators, legal representatives and/or assigns shall not hold HPCL responsible, hereafter, in any way in respect of the transmission of the shares mentioned in above folio and further declare that we shall not make any claims or demand whatsoever at any future date because of the said transmission.

Sr. No.	Full Name of the Other legal heir(s)	Date of Birth / Age	Father's/Husband's Name (In full)	Occupation	Full Address	Relationship with deceased	Signature of Renouncee
1							
2							
3							
4							

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Notarized or attested by a Gazetted Officer and executed by all the legal heirs of the deceased holder)

**INDEMNITY BOND**

**[Indemnity letter should be made on Non-Judicial Stamp Paper of ₹ 500/-  
[Please refer instruction]**

To  
Hindustan Petroleum Corporation Limited  
Registered Office: 'Petroleum House',  
17, Jamshedji Tata Road, Churchgate,  
Mumbai - 400 020

This Indemnity Letter for Transmission of shares made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by :

1. Shri/Smt./Kum. \_\_\_\_\_  
(name of First Applicant)  
aged about \_\_\_\_\_ years Son/Daughter/Wife/Husband of \_\_\_\_\_  
residing at \_\_\_\_\_  
and having the Occupation: \_\_\_\_\_

2. Shri/Smt./Kum. \_\_\_\_\_  
(name of Second Applicant)  
aged about \_\_\_\_\_ years Son/Daughter/Wife/Husband of \_\_\_\_\_  
residing at \_\_\_\_\_  
and having the Occupation: \_\_\_\_\_

3. Shri/Smt./Kum. \_\_\_\_\_  
(name of Third Applicant)  
aged about \_\_\_\_\_ years Son/Daughter/Wife/Husband of \_\_\_\_\_  
residing at \_\_\_\_\_  
and having the Occupation: \_\_\_\_\_

[hereinafter referred to as the Applicant(s)] **IN FAVOUR OF**

**HINDUSTAN PETROLEM CORPORATION LIMITED** (hereinafter referred to as HPCL/Corporation)  
having its Registered Office at the above address.

**WHEREAS** the terms "Applicant(s)" and "HPCL/Corporation", which expressions wherever the context so admits or permits, shall mean and include himself/ herself/themselves, his/her/their respective heirs, executors, administrators, legal representatives, successors, agents and/or assigns;

**WHEREAS** \_\_\_\_\_ (No. of shares) fully paid and \_\_\_\_\_ (No of shares) partly paid equity shares having face value of Rs.10/- each, of HPCL, as per the details furnished hereunder are registered in the name of Shri/Smt./Kum. \_\_\_\_\_

[Name of deceased shareholder]

in the Register of Members of HPCL.

Folio No(s).	Certificate No(s).		DistinctiveNos.		No. of Shares
	From	To	From	To	
<b>Total</b>					

AND WHEREAS Shri/Smt./Kum. \_\_\_\_\_  
[Name of deceased shareholder]

expired on \_\_\_\_\_ (date of death) at \_\_\_\_\_ (place of death) with/without leaving any Will and under Hindu Succession Act, 1956, the person/s mentioned hereinabove is/are the only heir/s of the deceased and entitled to inherit solely/jointly the aforesaid shares.

**NOW, THEREFORE,**

I/We am/are the only legal heir(s) of Late Shri/Smt./Kum. \_\_\_\_\_  
[Name of deceased shareholder]

entitled to the transmission of the above mentioned shares in my/our name(s) and have submitted my/our Application to HPCL forwarding therewith the necessary documents and request the Corporation to transmit the above mentioned shares in my/our name(s) without production of succession certificate or letters of administration or probate. I/We, the undersigned agree and undertake as follows :-

1. In consideration of HPCL, at the request of the applicant(s), having agreed to register and registering the transmission of the above mentioned shares in the name(s) of the applicant(s) on submission of necessary documents as may be stipulated by the Corporation, the applicant(s) hereby irrevocably and unconditionally undertake(s) and guarantee(s) to the Corporation the payment of and agree(s) with and undertake(s) to indemnify and keep indemnified the Corporation against and harmless from all proceedings, claims, losses, damages, actions, costs, charges, expenses, demands, duties, penalties and outgoings / other liabilities, whatsoever, which might be brought or made against, sustained, suffered or incurred by the Corporation irrespective of whether paid by the Corporation or not, for which the Corporation may become liable directly or indirectly, for registering the transmission of the above mentioned shares in my/our name(s) or in relation thereto. The applicant(s) further agree(s) that HPCL shall be the sole judge as to whether they incurred, suffered or sustained any losses, charges, expenses, damages, etc. and of the amount thereof and the applicant(s) shall not raise any dispute regarding the said decisions of HPCL and pay the amounts so demanded without demur and on first demand.
2. That the applicant(s) hereby further agree(s) and undertake(s) that these presents shall be a continuing indemnity and shall remain in full force and effect until the Corporation is finally discharged of all existing and future liabilities and obligations in relation to the transmission of the above mentioned shares registered or effected in favour of the applicant(s).
3. This indemnity shall be irrevocable and shall remain in full force and effect for ever.

**IN WITNESS WHEREOF**, the applicant(s) has/have executed these presents on the day, month and year first above written.

**Signature(s)/Thumb Impression(s) of Applicant(s)**

First Applicant : \_\_\_\_\_

Second Applicant : \_\_\_\_\_

Date : \_\_\_\_\_

Place: \_\_\_\_\_

Third Applicant: \_\_\_\_\_

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**SURETY**

KNOW ALL MEN THAT I, Shri/Smt./Kum. \_\_\_\_\_  
[Name of Surety]

aged about \_\_\_\_\_ years, Son/Daughter/Wife/Husband of \_\_\_\_\_

residing at \_\_\_\_\_

and having the Occupation \_\_\_\_\_

(hereinafter referred to as the “**Surety**”) and being the sole, absolute & lawful owner of all the properties described in the Schedule hereto, hereinafter referred to as the “**Surety**” for the Applicant(s)] bind myself to **HINDUSTAN PETROLEUM CORPORATION LIMITED** having Registered Office at “Petroleum House”, 17, Jamshedji Tata Road, Churchgate, Mumbai – 400 020 (hereinafter referred to as HPCL/Corporation as follows :-

**WHEREAS** the terms “Applicant(s)”, “Surety” and “HPCL/Corporation”, which expressions wherever the context so admits or permits, shall mean and include myself, my heirs, executors, administrators, legal representatives, successors, agents and/or assigns;

**AND WHEREAS** the applicant(s), as mentioned in this Indemnity Bond are being the legal heir(s) of the deceased shareholder Late \_\_\_\_\_ (Name of the Deceased Shareholder) who expired on \_\_\_\_\_ (date of death) and are entitled to the transmission of the shares which are detailed in the Indemnity Bond.

**AND WHEREAS** the applicant(s), as mentioned in this Indemnity Bond has/have been called upon by the Corporation to furnish reasonable security from a third person with sound financial background for indemnifying HPCL for such liabilities as may be suffered by HPCL in connection with the transmission of the above mentioned shares in his/her/their name(s).

**AND WHEREAS** at the request of the applicant(s), the said \_\_\_\_\_ (**Name of the Surety**) of his own free will, has agreed to stand as “Surety” for the said applicant(s), guaranteeing payment to HPCL of all or any of the liabilities that may arise in connection with the transmission of the above mentioned shares in favour of the applicant(s).

**NOW THIS SURETY-CUM-IN DEMNITY BOND WITNESSETH AS FOLLOWS:**

1. In consideration of HPCL, at the request of the applicant(s), having agreed to register and registering the transmission of the above mentioned shares in the name(s) of the applicant(s) on submission of necessary documents as may be stipulated by the Corporation, the Surety hereby irrevocably & unconditionally guarantees to Corporation to make good all claims, charges, costs, damages, demands, expenses, losses, actions, duties, penalties and harmless from all proceedings, whatsoever, which the Company, its successors and assigns its estate and effects and its directors, manager, secretary and shareholders may sustain, incur or become liable directly or indirectly, whether paid by the Corporation or not for registering the transmission of the above mentioned shares in the name(s) of the applicant(s) or in relations thereto and the Company, its successors, assigns, directors, manager, secretary and shareholders will be entitled to realise all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.
2. The Surety further hereby declares and confirms that:
  - a. He / She is of sound mind and not related to the applicant(s) in any way other than standing as "Surety" by these presents.
  - b. He/She is the sole, absolute & lawful owner of all the properties described in the Schedule hereto.
  - c. He/She is the person of sound financial standing and has the capacity to guarantee and stand as surety to the applicant(s) in respect of the transmission of above mentioned shares.

**SCHEDULE ABOVE REFERRED TO**

**MOVABLE PROPERTIES**

**Description :**

**Present Market Value (approx.) :**

**IMMOVABLE PROPERTIES**

**Description & Situated at :**

**Present Market Value (approx.) :**

**Annual Income from the property (if any) :**

I, \_\_\_\_\_  
[Name of surety]

being the Surety for the applicant(s) has signed this Surety Bond on the date and place mentioned hereunder, after fully understanding the contents of the same, in the presence of the following witnesses:

**Signature/Thumb Impression of Surety**

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**Witnesses:**

Name & Address

Signature

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attested By**

**(Signature, Official Seal, Name/Designation/Address of the attesting authority)**