

**02-TRANSFER NORMS (FOR COs/SHARE TRANSFER AGENTS)**

<b>&gt;A. TRANSFER DEED</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Can Company / STA return as Company Objection</b>
1	Transfer Deed endorsed by the prescribed authority on a date prior to closure of the register of members of the company but delivered after the date of closure of Register of members, but within a period of one year from the date of presentation.	No.
2	Transfer Deed without endorsement by the prescribed authority.	Yes, except for debentures, warrants and units of Mutual Funds other than units of UTI.
3	Transfer Deed/s with alterations, corrections or overwriting in the material portion authenticated by the transferor/s and / or transferee/s and / or by the Introducing Member on behalf of the transferor/s, for the details to be filled in the Transfer Deed.	No.
4	Transfer Deed with abbreviated name of a company filled up.	No.
5	Transfer Deed with signature of the transferor is in an Indian language other than the scheduled languages of India ( English, Assamese, Bengali, Gujarati, Hindi, Kannada, Kashmiri, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil, Telugu and Urdu) or when the transferor has affixed his thumb impression	No, if attested by any person authorised to attest signatures under the seal / stamp of his office and if the signature matches with the specimen signature available with the Company/ STA.
6	Transfer Deed bearing signature with apparent difference such that M. Dhar signing as M. Shah.	No, if tallies with the specimen signature.
7	Transfer Deed signed by the transferor where signature is clearly of a person different than the name of the transferor.	No, if tallies with the specimen signature.
8	Transfer Deed is signed by two different shareholders under two different transfer deeds, however the signatures in both the transfer deeds are same.	No, if tallies with the specimen signature/s.

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9	Transfer Deed in respect of joint holdings signed by all the joint holders in any order.	No, if tallies with the specimen signature/s.
10	Transfer Deed signed by an authorised	No, if P.A. registered with the Company

	signatory under power of attorney.	and signature tallies with the specimen signature/s.
11	Transfer Deed signed by sole proprietor or partner in case of sole proprietorship or partnership firm respectively. (Applicable only if already registered as holders in the Company/ STA records)	No, if tallies with the specimen signature/s.
12	Transfer Deed having transferor's signature in facsimile mode.	No, in case of authorisation by registered custodians to the Company/ STA to transfer shares on the basis of facsimile signature (as per format Annexure-6).
13	Transfer Deed with Name and address of witness either not given.	Yes.
14	Transfer Deed where witness name, address in a language other than specified by the Ministry of Finance, under (12) above (other than English, Assamese, Bengali, Gujarati, Hindi, Kannada, Kasgmiri, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil, Telugu, and Urdu)	No, if attested as required under (5) above.
15	Transfer Deed where witness and attesting authority of transferor/s signature are the same.	No, if tallies with specimen signature/s.
16	Transfer Deed bearing address of witness of a city other than the city of which transferor address relates to.	No, if tallies with specimen signature/s.
17	Transfer Deed bearing initials of witness, alongwith name & address.	No, because the initials itself maybe the full signature of the witness.
18	Transfer Deed bearing the rubber stamp of the delivering member with the details as prescribed, not affixed on the reverse.	No, if signature tallies with specimen signature/s.
19	Transfer Deeds exceeding 5 in number in a marketable lot  or  single transfer deed used for a large no. of certificates held by the same transferor, with the details of dnrs/certificate nos. given as an annexure.	No, if signature tallies with specimen signature/s.
20	One Transfer Deed used for a market lot with the same transferor, but with more than one register folio no.	No, if name of the transferor/s are identical on all the certificates and if signature tallies with specimen signature/s.

**B. >SHARE CERTIFICATE**

Sr. No.	Description	Can Company / STA return as Company Objection
21	Share Certificate torn defaced or mutilated in material portion.	No, as long as the identity of the certificate is established Transferee must be issued New Share Certificate/s in lieu

	Material portion includes name of the company, allotment/call money endorsement, certificate and distinctive nos., folio no., name of the holder (s), authorised signatory and common seal.	of torn certificate and torn Share Certificate/s must be simultaneously defaced with rubber stamp on torn Certificate/s stating "New Share Certificate/s issued"
22	Share Certificate standing in the name of a trust (Applicable only if already registered in the Company/ STA records)	No, if signature tallies with specimen signature/s.
23	Share Certificate containing lock-in-period but no specific date of release of lock-in-period stipulated thereon.	Yes. Further, where lock-in-period as prescribed by SEBI is not over, Company/ STA must affix a sticker on the relevant certificate/s, stipulating such period as prescribed for the purpose and issue an objection memo.  In case the lock-in period is over, the company/ STA may proceed to transfer the shares
24	Share Certificate without endorsement by the authorised signatory of the company for effecting transfer on the reverse.	No, if already registered in the name of the transferor as per the Company/ STA records.
26	Two or more Share Certificates having the same certificate nos. but different DNRs	No, if signature tallies with specimen signature/s of the transferor. Company/ STA to retain the erroneous certificate and to issue fresh certificate with correct details.
27	Share Certificate with sticker affixed on the reverse of the certificate, where the details pertaining to the Certificate no. and / or distinctive no given on the sticker do not match with the corresponding details on the face of the certificate and where the name of transferor matches with the registered holder. Eg. On the face of the certificate the Certificate no. is 12345 and on the reverse is 67891.	No, Company/ STA to cancel old sticker and affix a fresh sticker with correct details on the certificate. Company/ STA to also transfer the shares in the name of the transferee if signature of transferor tallies with specimen signature/s

Sr. No.	Description	Can Company / STA return as Company Objection
28	Share Certificate with overwriting / correction / erasure on the reverse of the certificate in more than two characters in case of the last transfer endorsement.	No, if signature of transferor tallies with the specimen signature/s.
29	Share Certificate having irrelevant or extraneous stamps whether affecting material portion or not.	No, but the transferee must be issued New Share Certificate/s in lieu of old Certificate/s and the old Certificate/s must be simultaneously defaced with rubber stamp on such certificate/s stating "New Share Certificate/s issued".
30	Share Certificate bearing the previous name	No, but the Company/ STA must :

	and / or address of the Co.	<p>i. Issue New Share Certificate/s in lieu of the old certificate/s and such old certificate/s must be simultaneously defaced with rubber stamp on such certificate/s stating "New Share Certificate/s issued"</p> <p>Or</p> <p>ii. Affix a pre-printed sticker / rubber stamp with new name / address of the company,</p> <p>and forward the same to the transferee.</p>
31	Share Certificate where endorsement is done prior to registering the transfer and the documents are otherwise not in order.	Yes, but the transferee must be sent New Share Certificate/s, issued in lieu of the original certificate/s lodged, standing in the name of the last registered holder (transferor) along with an objection memo. The old original certificate/s must be simultaneously defaced with rubber stamp on such certificate/s stating "New Share Certificate/s issued".

**B. >CALL RECEIPT & SHARE CERTIFICATE**

Sr. No.	Description	Can Co / STA return as Company Objection
33	Share Certificate with call notice where the last date for payment of call has expired and the call has not been paid.	Yes, if the terms of issue so provide.
34	Share Certificate where the call receipt for having paid the call not attached.	No. If from the records of the Company such call money has been received, the company to endorse the same on the certificate.
35	Share Certificate where the call payment receipt with the stamp of the Bank before or on the due date is not attached.	No. If from the records of the Company such call money has been received, the company to endorse the same on the certificate.
36	Share Certificate with application receipts and call money receipts not bearing bank stamps and payment details.	No. If from the records of the Co. such call money has been received, the company to endorse the same on the certificate.
37	Share Certificate with	No. If from the records of the Company such call

	Call payment made after the due date and not endorsed as 'Cheque / Draft Realised' by the Bank/ Company / Registrars.	money has been received, the Company to endorse the same on the certificate.
38	Share Certificate where the call money paid but not endorsed even after the book closure .	No. However, endorsement of call money paid must be made by the Company/STA, <i>instantaneously</i> .
39	Company has endorsed the share certificate as 'Fully Paid' but later says that it is partly paid	No. The company shall transfer the shares, as if 'fully paid'. However if such endorsement is forged, the shares may be returned under objection to the transferee.

● >TRANSFER DEED & SHARE CERTIFICATE		
Sr. No.	Description	Can Co. / STA return as Company Objection
40	<p>If the name of the transferor(s) in the share certificate and the name in the transfer deed(s) differs materially (appears as two different names.)</p> <ul style="list-style-type: none"> <li>● Addition or deletion of more than two alphabets on the transfer deed</li> </ul>	No, if alterations / corrections are attested by the Introducing Member, on the transfer deed and if signature of the transferor tallies with the specimen signature/s.
41	<p>Spelling mistakes in the name of the Company, number of shares and name of the transferor on the transfer deed and not resembling the word stipulated in the share certificate, as enumerated below:</p> <ul style="list-style-type: none"> <li>● TELCO - TISCO - BAD</li> <li>● FIFTY - FEEFTEEN - BAD</li> <li>● RAMESH - RAJESH - BAD</li> </ul>	No, if alterations / corrections are attested by the Introducing Member, on the transfer deed and if signature of the transferor tallies with the specimen signature/s.
42	<p>Transfer deed signed as 'Chunilal' whereas the name in the share certificate is 'MOTILAL' .</p> <p>Eg. :</p> <p><u>Name On Certificate Signature on Transfer Deed</u></p> <p>1. <u>Preeti Devi Preeti Goyal Good</u></p> <p>2. <u>Preeti Jain Preeti Shah Good</u></p>	No, if the signature of the transferor/s tallies with the specimen signature/s.
43	Share Certificate contains one name and transfer deed consists of two different signatures of the same transferor/s.	No, if one or more of the signatures of the transferor/s tallies with the specimen signature/s.

44	Where the Share Certificate is held in joint names and in the event of death of any of the holders, Transfer deed is signed by the surviving holder/s.	No, if photocopy of the death certificate duly attested is attached to the Transfer Deed.  Death certificate in any language as per Schedule VIII of the Constitution of India is valid.  In case the Company doubts the genuineness of the death certificate, Company should give a seller notice for sale confirmation within 15 working days. If no confirmation received, Company to proceed with transfer.
45	Share Certificate standing in the name of the HUF but transfer deed signed by any person on behalf of HUF .	No, if signed by Karta.
46	Share Certificate standing in the name of a trust and signed on the Transfer Deed as 'Name of Trust – Proprietor / Trustee'	No.
47	Units standing in more than one name with terms "either or survivor" and Transfer Deed signed only by one holder	Yes.
48	Units standing in more than one name with terms "either or survivor", Transfer Deed signed by the holders and signature of one of the holders not tallying with the specimen signature.	Yes.

>E. OTHERS		
Sr. No.	Description	Can Co. / STA return as Company Objection
49	Where the transferee has lodged more than one Share Certificate accompanied with a Jumbo transfer deed, and if any one or more of such certificates not found in order.	Yes, only such certificate/ transfer deed/s as not found to be in order. The Company shall proceed to transfer the other certificates with good title.
50	Where the transferee has lodged more than one share certificate, having the same and / or different folios but the name of the transferors are the same and in the same sequence and accompanied by a single transfer deed, together with other supporting transfer deeds duly signed by the transferor/s and filled in the details of the transferee/s as required.	No, if the signature of the transferor tallies with the specimen signature/s.