

SCHEDULE 2

FORMAT OF APPLICATION FOR TRANSMISSION / TRANSPOSITION / NAME CHANGE / NAME DELETION

To,
M/s Link Intime India Private
Limited
247 Park, C-101 L.B.S. Marg
Vikhroli (West),
MUMBAI - 400083

Dear Sir/ Madam,

Subject: Application for transfer of Shares from Escrow Account of GHCL Textiles Limited to the Demat account of the shareholder pursuant to transmission / transposition / name change / name deletion

In reference to captioned subject and in addition to details and documents in schedule 1, I / We request the Company to make the following change in its record.

		First holder	Second holder	Third holder
Name				
PAN				
Address of 1 st holder				
Shares held in GHCL Limited as on record date w.r.t. the Scheme of Demerger	No of shares			
	Folio no.			
	Certificate number			
DPID & Client Id of shareholders Demat account				
Mobile No. of 1 st Holder				
Email id of 1 st Holder				

The following mandatory documents as evidence are required to be submitted by the shareholder.

1. Self-attested copy of Share certificate issued by GHCL Limited. In case the shareholder is not in possession of the original share certificate of GHCL Limited, kindly comply with the procedure for issuance of duplicate share certificate of GHCL Limited by executing Indemnity/Affidavit etc.
2. Self-attested copy of PAN of all the joint holders. if any, as proof of identity. In case of transmission request, self-attested copy of Pan card of all the applicants to whom shares are to be transmitted, would be required. Kindly note that the PAN shall be valid only if it is linked to Aadhaar by March 31 2022 or any other date as may be specified by CBDT. In order to know the status of your PAN Linked to Aadhaar, you may check on this link: <https://www.incometax.gov.in/iec/foportal>.
3. Self-attested copy of latest Client Master List of the Demat account of all the Applicant. (in case of joint holding, the Demat account should be in the same sequence as the names appear in the share certificate of GHCL Limited).
4. Banker verification form duly attested by the Bank Manager along with the original cancelled cheque leaf. The attestation should contain the employee code of the person attesting the signature with the Bank seal in enclosed Form ISR-2.
5. Self-attested copy of valid Passport/ Registered Lease or Sale Agreement of Residence/ Flat Maintenance Bill or Utility bills like Telephone Bill (only land line), Electricity bill o Gas bill - Not more than 3 months old. For FII/sub account, Power of Attorney given by FII/ sub- account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken as proof of residence).
6. Form ISR-4
7. Any other document, as may be required.

I / We request the Company to make the following change in our record/s:

A. <input type="checkbox"/>	<p>IN CASE OF TRANSMISSION ON ACCOUNT OF DEATH OF SOLE OR ALL BENEFICIAL OWNERS:</p> <p>Please transmit the shares in my / our favour and make necessary entries in the Register of Members. I/We am/are the (Nominee / Legal heir(s) / Successors / Executor(s) of the Will OR Administrators of the Estate of the deceased.</p> <p>*The Hon'ble Court has granted me/us Probate of the Will/Letters of Administration / Succession Certificate on..... (date of the order). OR in the absence of probate of the will/letters of administration/succession certificate, I/we are furnishing indemnity bond and affidavit thereof for transmission.</p> <p>Note: - * is not applicable to nominee.</p> <p>Following documents are enclosed in addition to the mandatory documents listed put above to process the request: -</p> <ol style="list-style-type: none"> 1. Notarized copy of death certificate of the shareholder(s). 2. Duly attested/Notarized photocopy of Court certified copy of the Probate of the Will /Succession Certificate 3. In alternative to (2) above, Indemnity Bond / Surety form duly attested and affirmed by Notary on Non-Judicial Stamp Paper and Affidavit on Non-Judicial Stamp Paper and duly attested and affirmed by Notary. 4. No Objection Certificate from each legal heir (those who do not want to claim the beneficial interest). 												
B. <input type="checkbox"/>	<p>IN CASE OF TRANSPOSITION OF NAME:</p> <p>Kindly transpose the names of the Shareholder in the register of Members in the following order:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">Old sequence</th> <th style="width: 20%;">New Sequence</th> </tr> </thead> <tbody> <tr> <td>1st holder</td> <td></td> <td></td> </tr> <tr> <td>2nd holder</td> <td></td> <td></td> </tr> <tr> <td>3rd holders</td> <td></td> <td></td> </tr> </tbody> </table> <p>Please note that no beneficial owner can be added or deleted Kindly submit the mandatory documents listed above to process the request.</p>		Old sequence	New Sequence	1 st holder			2 nd holder			3 rd holders		
	Old sequence	New Sequence											
1 st holder													
2 nd holder													
3 rd holders													
C. <input type="checkbox"/>	<p>IN CASE OF CHANGE OF NAME OF SHAREHOLDER IN RECORDS:</p> <p>Kindly record change of name of the Shareholder in the Register of Members as under:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">Old sequence</th> <th style="width: 20%;">New Sequence</th> </tr> </thead> <tbody> <tr> <td>1st holder</td> <td></td> <td></td> </tr> <tr> <td>2nd holder</td> <td></td> <td></td> </tr> <tr> <td>3rd holders</td> <td></td> <td></td> </tr> </tbody> </table> <p>The following documents are enclosed in addition to the mandatory documents listed above to process the request: -</p> <ol style="list-style-type: none"> 1. In case of change of name due to marriage, please attach notarized copy of the marriage certificate. 2. In case of major change in name, notarized copy of Gazette for change of name is mandatory. 3. Also, if there is change in signature along with change of name, please furnish banker's verification form (enclosed Form ISR-2)duly attested by the bank manager, where shareholder maintains bank account, identifying the shareholder and signature along with original cancelled cheque leaf of the same bank. 		Old sequence	New Sequence	1 st holder			2 nd holder			3 rd holders		
	Old sequence	New Sequence											
1 st holder													
2 nd holder													
3 rd holders													
D. <input type="checkbox"/>	<p>IN CASE OF DELETION OF NAME RECORDING ON ACCOUNT OF DEATH OF SHAREHOLDER:</p> <p>Please delete the name of Mr. / Ms. from the Register of Members since he/she expired on .</p> <p>The following documents are enclosed in addition to the mandatory documents listed put above to process the request: -</p> <ol style="list-style-type: none"> 1. Notarized copy of death certificate 												

Note: please see general instructions:

S. No.	Instructions (as applicable)
1.	Submission of the duly filled form and requisite attachments are mandatory. Please annex all the documents as required along with application to avoid delay in processing of your request.
2.	The Applicant(s) should fill the form in the order in which their name appear in the original share certificate of GHCL Limited.
3.	In case of joint holding, the form has to be signed by all the joint holders.
4.	If the applicant is/are illiterate, his/her/their thumb impression should be attested by a Magistrate or Notary Public under the seal of his office.
5.	Kindly note furnishing mere photocopies of the documents mentioned above will not be accepted.

Special Note : If your folio is already KYC compliant, then you can mention the same in your covering letter and submit schedule 2 form duly filled in along with Form ISR-4 and self-attested copy of Client Master List (CML).