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| **Share Holder FAQ's** |
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| **1. What is the procedure to be followed for transfer of shares?**  For transferring Share Transfer Form should be used within its validity of one year or book closure whichever is later. All the columns of the transfer form should be filled in properly and admissible stamps (Special Adhesive share transfer stamps) to be affixed on the transfer deed @ 0.25% of the market value of shares prevailing on the date of execution of Share Transfer Form. The details to be filled in the share transfer form are:  **a.** Name of the Company - BANK OF MAHARASHTRA **b.** Name of the Stock Exchange if purchased through Stock Exchange  **c.** Number of shares in figures & words  **d.** Consideration (Market Price as on date of execution of Share Transfer Form) in figures & words  **e.** Share Certificate Nos. and Distinctive Nos. of shares of all the Share Certificates should be mentioned in the transfer form. Details be given in separate columns for individual share certificates.  **f.**  Ledger folio of seller (transferor)  **g.** Names of transferor(s) and their signature(s).  **h.** Signatures, name and full address of witness   **i.**  Witness should be other than transferor(s).  **j.** Name/s of the transferee/s and their signatures  **k.**  Occupation, address of transferee and name of the Father/Husband of transferee  **l.**If already holding shares give existing Ledger Folio Number  **m.** Mention value of stamps affixed  **n.** Mention date of execution on which the document has been executed and ensure that it should be later than the date mentioned in the stamp impression affixed by the Registrar of Companies / Notified authorities. **o.** Mention place of signing of transfer form   **p.** All transferee(s)  should sign in the place provided for specimen signature  **q.** On the backside of the transfer form, write details of Power of Attorney Holder if PA is given  **r.** Give address on which the share certificates are to be despatched by the Bank/Transfer Agent.  **s.** Affix share transfer stamps(Spl.Adhesive) in the space provided @ 0.25% of market value of shares.    **t.** Enclose share certificates mentioned in the transfer form and forward the same to the Bank or to our Registrar for effecting transfer.  **The above procedure is not  applicable to shares held in demat form. For this the shareholder(s) have to contact  their Depository Participant (DP) where demat account is maintained.** |
| [**Up**](http://www.bankofmaharashtra.in/shareFAQs.asp#top) |
| **2. What is the procedure to be followed for transmission of shares?**  Transmission of shares arises in case of death of the registered shareholder. If the shares are held in Joint names, only the deceased shareholder's name is deleted. For this a copy of death certificate of deceased registered shareholder duly attested by competent authority (magistrate, Notary Public, Government of India or managers of any Scheduled Bank) is to be sent along with the share certificate to  the Bank or to our Registrar for effecting transmission.    In case of a single shareholder and where nominee has been appointed, the shares will be transmitted in favour of the nominee on execution of an indemnity cum affidavit. The duly executed indemnity cum affidavit, a copy of death certificate of deceased registered shareholder duly attested by competent authority (magistrate, Notary Public, Government of India or managers of any Scheduled Bank) along with the original share certificate is to be sent to the Bank or to our Registrar for effecting transmission.    In case of a single shareholder, where no nominee has been appointed but a will is made, then shares will be transmitted in favour of those persons who are heirs of the deceased registered shareholder as per probated will.    In case the deceased shareholder has died intestate and no nomination was made then the  transmission of the shares will be effected only on complying with the required procedures in this regard.  For this the legal heirs are required to execute the following: **a.** Title Claim Form **b.** Affidavit sworn in by the claimants **c.** No Objection Certificate from other heirs in favour of person claiming the     title to shares. **d.** Surety Form **e.** Indemnity The aforesaid documents, a copy of death certificate of deceased registered shareholder duly attested by competent authority (magistrate, Notary Public, Government of India or managers of any Scheduled Bank) and the original share certificate is to be sent to the Bank or to our Registrar for effecting transmission.  **The above procedures are not  applicable to shares held in demat form. For this the nominee / legal heirs have to contact  the concerned Depository Participant where demat account is maintained and not the Bank or the Registrar.** |
| [**Up**](http://www.bankofmaharashtra.in/shareFAQs.asp#top) |
| **3. What is the procedure for consolidation and sub-division of shares?**  The shareholder(s) has to make a written application along with the original share certificate(s) for consolidation / sub-division as the case may be and new certificate(s) in lieu of the original one(s) will be issued.  For the convenience of payment of dividend, transfer etc., it is desirable that the shares held in different folios in the same names may be consolidated into one folio. |
| [**Up**](http://www.bankofmaharashtra.in/shareFAQs.asp#top) |
| **4. What is the procedure to be followed for issue of duplicate share certificate?**  **For defaced/damaged share certificate(s):** Duplicate share certificate(s) will be  issued in lieu of defaced/ damaged share certificates. The defaced/damaged share certificates may be sent with request along with relevant information to facilitate issue of duplicate certificate(s). **In case of theft or loss of certificate(s):** The loss of share certificate(s) shall be reported immediately to the Bank or our Registrar along with certificate Nos. / Folio No. and Distinctive Nos. to mark "Stop Transfer" of such shares and for sending the required procedures for issue of duplicate share certificate. A complaint shall have to be lodged with the local police station about the loss of certificate(s) and a copy of the FIR shall be obtained. Thereafter all required executed documents, as stated in the procedure, along with the copy of the FIR are to be sent to the Bank or to our Registrar for issue of duplicate. Duplicate share certificate(s) will be issued only after the expiry of 15 days notice period from the date of issuing a Public Notice in two newspapers regarding the loss/non-receipt of the original share certificates **In case retrieval of original share certificate:** The shareholder is requested to surrender the original share certificate to the Bank or Registrar immediately if the duplicate share certificate has been issued. However, if the original share certificates are found before complying  with the procedure  for obtaining duplicate share certificate, the same may please be informed to the Bank or Registrar immediately for  removing the caution immediately from the folio. |
| [**Up**](http://www.bankofmaharashtra.in/shareFAQs.asp#top) |
| **5. What is the procedure for issue of duplicate dividend warrants?**  Shareholders who have not received the dividend warrants within a reasonable time after the despatch of the same shall have to apply for duplicate warrant(s) quoting the relevant folio no. and certificate no. if shares are held in physical form and citing their DP Id and Client Id if shares are held in demat form.  Duplicate warrants will be issued after reconciling the Bank statement and after it is found that, the said warrant(s) are unpaid. |
| [**Up**](http://www.bankofmaharashtra.in/shareFAQs.asp#top) |
| **6. Where the dividend warrants are required to be sent for revalidation?**  On expiry of the validity period, the warrant(s) need to be sent to the Bank or to our Registrar for revalidation  / issue of fresh warrant(s). |
| [**Up**](http://www.bankofmaharashtra.in/shareFAQs.asp#top) |
| **7.How mistake(s) in share certificate(s) / dividend warrant(s) can be corrected?**  Requests for correction in share certificates/dividend warrants duly signed by all the holders may be sent along with the original document to the Bank or to our Registrar. |
| [**Up**](http://www.bankofmaharashtra.in/shareFAQs.asp#top) |
| **8.If there is a change in address / bank details, what is the procedure to get it recorded? Can joint holder request for change in address?**  The first shareholder is required to send a request in this regard in writing duly signed by him and indicating the folio no. If shares are in Demat form, for any change in name, change in Bank account no. etc, shareholders are required to contact their respective depository participants. |
| [**Up**](http://www.bankofmaharashtra.in/shareFAQs.asp#top) |
| **9.** **If there is any change in name of the shareholder, what is the procedure to get it recorded?**  **Change in the names of Individuals** Shareholders are required to send their requests for change of names together with original certificate along with a copy of notification in the Official Gazette or a newspaper or an affidavit drawn on stamp paper of appropriate value duly sworn. The fresh specimen signature duly attested by a banker shall also have to be submitted to the Registrar. **Change in the name consequent upon marriage/ divorce** For effecting the change of name consequent upon marriage/divorce etc., the original certificate together with a copy of marriage certificate/decree of divorce duly attested by competent authorities should be forwarded to Registrar. Fresh specimen signature duly attested by a banker shall also have to be submitted to the Registrar.  **Change in the name of Companies**  Companies desirous of changing the name in which the share certificate has been issued shall have to furnish a certified copy of the fresh Certificate of Incorporation issued by the Registrar of Companies along with the original share certificate |
| [**Up**](http://www.bankofmaharashtra.in/shareFAQs.asp#top) |
| **10. ELECTRONIC CLEARING SERVICE FACILITY (ECS)**  With respect to payment of dividend, the Bank provides the facility of ECS to all shareholders of the Bank, having their bank accounts in any of the following cities: Ahmedabad, Bangalore, Bhubaneshwar, Chandigarh, Chennai, Delhi, Guwahati, Hyderabad, Jaipur, Kanpur, Kolkata, Mumbai, Pune, Nagpur and Thiruvananthapuram. Shareholders holding shares in physical form, who wish to avail ECS facility, may send their request to our Registrar with the following details: a. Ledger folio No. b. Name of the Bank & Address of the Branch where a/c is maintained. c. Account No. in the Branch to which that Dividend / Interest to be credited d. A copy of cancelled cheque of the account to which the Dividend / Interest is to be credited.  **However, when the shares are in demat form shareholders are required to approach their Depository Participant (DP) for availing this facility indicating therein the details of account where the dividend/interest is to be credited.** |
| [**Up**](http://www.bankofmaharashtra.in/shareFAQs.asp#top) |
| **11. CONTACT DETAILS** **Investor Services Department:**  Company Secretary, Bank of Maharashtra, Investor Services Department, "Central Office", Lokmangal, 1501 Shivajinagar, Pune - 411 005 Tel : 020 25511360 Fax: 020 25513122 email: compsec@mahabank.co.in  **Registrar and Share Transfer Agent:**  MCS Limited Unit: Bank of Maharashtra, Office No.21/22 , Ground Floor, Kashiram Jamnadas Building, 5, P.D. Mello Road, (Ghadiyal Godi), Masjid Mumbai-400 009 Tel: 022 - 23726252/53/54/55 Fax: 022 - 23726256 |