

CHECKLIST FOR CERTAIN PROCEDURES REGARDING SHARES OF SVCBANK

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| <p>Share refund</p> <ol style="list-style-type: none"> 1. Self explanatory letter by the shareholder mentioning his/her registration no and his/her signature with original share certificates enclosed. 2. If joint holders then both the holders should sign. 3. All the original share certificates should be enclosed. | <p>Claim refund</p> <ol style="list-style-type: none"> 1. Claim application form should be filled and the nominee will be the claimant. 2. Original shares certificate, KYC compliant proofs like PAN CARD or voter's ID has to be submitted. 3. Death certificate (attested) 4. Branch recommendation is compulsory. 5. IN ABSENCE OF NOMINEE LEGAL HEIR CAN CLAIM BUT Document of evidence of the legal heir by court SHOULD BE SUBMITTED |
| <p>Claim Transfer (Transfer of shares of deceased to NOMINEE)</p> <ol style="list-style-type: none"> 1. Document of evidence of the legal heir by court 2. NOMINEE should be a member of SVC BANK 3. Claim application form mentioning claim transfer with copy of death certificate, original shares certificate and proof of nominee has to be submitted for KYC Compliance. 4. Branch recommendation is compulsory. | <p>Transfer to Nominee (Normal transfer i.e. when both the parties are alive)</p> <ol style="list-style-type: none"> 1. Rs.2/- per share will be the transfer fee. 2. Transfer of shares form should be duly filled 3. Nominee should be a member of our bank. 4. Original shares certificate of who is transferring the shares is required. |
| <p>Transfer of shares to third person, in case of deceased share holder</p> <ol style="list-style-type: none"> 1. Document of evidence of the legal heir by court 2. Third person should be a member of SVC BANK 3. Claim application form mentioning claim transfer with death copy, original shares certificate has to be submitted. 4. In case nominee is mentioned but still want to transfer to third person then NOC from nominee should be submitted. 5. Branch recommendation is compulsory. | <p>Transfer of shares to third person</p> <ol style="list-style-type: none"> 1. Document of evidence of the legal heir by court 2. Third person should be a member of SVC BANK 3. Rs.2/- per share will be the transfer fee. 4. Transfer of shares form should be duly filled 5. Original shares certificate of who is transferring the shares is required. |