### Documents required for Transposition

1. Original **Share** Certificates
2. Request letter signed by all the Joint Holders
3. Reason for Transposition

A PART OUT OF TOTAL SHARE

HOLDING UNDER ONE MASTER

FOLIO CANNOT BE TRANSPOSED

To,

**Hero MotoCorp Limited**  Note:-

Dear Sirs,

 ***Re.: TRANSPOSITION OF NAMES***Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are the joint holders of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Share (s) of the aforesaid Company in the following Existing order:

1. 3.

2.

The details pertaining to the said shares are as follows:

|  |  |  |
| --- | --- | --- |
| Folio Number | Certificate Number | Distinctive Number |
|  |  |  |
|  |  |  |

We request you to change the order of our names in the Share Certificates (s) enclosed and also in your records as written below:

 FULL NAME Occupation Father’s Husband’s

 Name

1.

2.

3.

 ADDRESS OF THE 1ST HOLDER Specimen Signature (s)

 1.

 2.

 3.

**Reasons for recording the change in the order of names in the share certificate(s) are as below:**

Specimen Signature (s) :

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

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: To include another name, procedure for transfer as defined under section 56 of the companies Act 2013 should be followed.