

CHECKLIST FOR TRANSFER OF SHARES (BUYER)

Procedure

This checklist serves as a step-by-step guide for buyers to ensure a smooth and legally compliant transfer of shares / securities of the Company. It covers critical aspects such as verifying the seller's ownership, reviewing the Company's articles of association and mandatory steps.

Transfer procedure

1. Plan : Review articles and shareholder's agreement obligations (if any):

Activity description	Decision	Owner	Status
Review AoA and Shareholders' Agreement for any transfer conditions, if any.		Person	Not started ▾

2. Execute: Share Transfer Deed between the Buyer & the Seller:

Activity description	Decision	Owner	Status
Execute share transfer deed (in SH-4) (sign & stamp)		Person	Not started ▾
Pay share transfer duty		Person	Not started ▾
Pay acquisition amount to the Seller		Person	Not started ▾

3. Submit: Record and approve document by the Company:

Activity description	Decision	Owner	Status
Submit original share transfer deed and share certificate		Person	Not started ▾

4. Update: Record and approve document by the Company:

Activity description	Decision	Owner	Status
Obtain updated register of members, after board approval		Person	Not started ▾



*Timeline: SH-4 must be delivered within 60 days from execution.
Relevant Provision: Section 56(1) of the Companies Act, 2013.*

Additional steps (recommended)

1. Share transfer agreement / MOU:

Activity description	Decision	Owner	Status
Recommend to execute a share transfer agreement for income tax and other future records purposes.		Person	Not started ▾

2. Due Diligence:

Activity description	Decision	Owner	Status
Verify shareholding pattern, litigation, pledge, RoC records		Person	Not started ▾

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