

## **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. It covers all critical aspects such as verifying the seller's ownership, reviewing the company's Articles of Association.

#### **Transfer procedure:**

##### **1. Articles:**

Task Name	Task Owner	Task Deadline	Task Status
Review AoA and Shareholders' Agreement for transfer conditions.			<input type="checkbox"/>

##### **2. Execute Share Transfer Deed:**

Task Name	Task Owner	Task Deadline	Task Status
Execute the share transfer deed (in SH-4)			<input type="checkbox"/>
Pay share transfer duty			<input type="checkbox"/>
Pay the acquisition amount to the Seller			<input type="checkbox"/>

##### **3. Submission:**

Task Name	Task Owner	Task Deadline	Task Status
Submit the original share transfer Deed & Share Certificate			<input type="checkbox"/>

**Agreement /Fund transfer:**

**1. MoU:**

Task Name	Task Owner	Task Deadline	Task Status
Recommend to execute a share transfer agreement for income tax and other future records purposes.			<input type="checkbox"/>

**2. Due Diligence:**

Task Name	Task Owner	Task Deadline	Task Status
Verify shareholding pattern, litigation, pledge, RoC records			<input type="checkbox"/>

**3. Register:**

Task Name	Task Owner	Task Deadline	Task Status
Obtain updated register of members, after board approval			<input type="checkbox"/>