**🔄 Share Transfer & Certificate Services**

**Ensure Seamless Ownership Transitions with Expert Compliance Support**

In the dynamic world of corporate ownership, **transferring shares and issuing valid share certificates** is not just a legal requirement—it's a critical step in safeguarding investor interests and maintaining transparency. Whether you're a startup, a growing private limited company, or a well-established enterprise, ensuring that **share transfer procedures** are handled with precision and compliance is essential.

As your trusted **Company Secretary (CS) service provider**, we simplify the complexities of share transfers and share certificate issuance, ensuring a **hassle-free and legally compliant process** for all stakeholders involved.

**✅ Our Share Transfer & Certificate Services Include:**

**🔁 1. Share Transfer Assistance**

* Drafting and vetting **Share Transfer Deeds (Form SH-4)**
* Verification of **stamp duty** and transfer documents
* Ensuring compliance with the **Companies Act, 2013**
* Facilitating board approvals and recording in statutory registers
* Transfer of shares in case of gift, sale, inheritance, or transmission

**📜 2. Share Certificate Issuance**

* Preparation and issue of **original share certificates** within statutory timelines
* Handling **duplicate share certificate** issuance in case of loss, defacement, or mutilation
* Endorsement of **transfer entries on the share certificate**

**🗂️ 3. Statutory Records & Register Maintenance**

* Updating the **Register of Members** and **Register of Share Transfers**
* Filing of related forms with ROC (if required)

**📘 Types of Share Transfers We Handle:**

* **Voluntary Transfer:** Between shareholders or to a new buyer
* **Transmission of Shares:** Due to death or insolvency of a shareholder
* **Gift of Shares:** Without monetary consideration
* **Buy-back of Shares** (Private Companies)
* **Transfer between relatives (as per exemption provisions)**

**🧾 Key Compliance Aspects We Take Care Of:**

* Proper **valuation of shares** where required
* **Board Resolution** drafting and execution
* Adherence to **Articles of Association (AOA)**
* Filing forms like **MGT-7A, PAS-3, DIR-12** (if applicable)
* Ensuring **time-bound issuance of certificates** (within 2 months from allotment/transfer)

**🔍 Important Legal Provisions & Timelines (Companies Act, 2013):**

* **Section 56 of Companies Act, 2013:**
  1. Governs the **procedure for transfer and transmission** of shares.
  2. Share transfer form (SH-4) must be delivered within **60 days** from the date of execution.
* **Issuance of Share Certificate:**
  1. Must be issued within **2 months** from the date of allotment or registration of transfer.
  2. For transmission cases, the company must register the shares within **1 month** of submission of valid documents.
* **Stamp Duty on Share Transfer:**
  1. Share transfers must be **duly stamped** (as per state-specific stamp duty laws).
  2. Stamp duty is **0.25% of the consideration amount** or the market value, whichever is higher.

**🛑 Common Issues We Help You Avoid:**

* Delays in share transfer registration leading to **penalties**
* Invalid or incomplete share transfer deeds
* Non-compliance with **Articles of Association (AOA)**
* Conflicts between shareholders due to improper documentation
* Errors in statutory registers and filing with ROC

**📑 Key Documents Required:**

**For Share Transfer:**

* Duly filled and signed **Form SH-4**
* Original **share certificate**
* Board Resolution approving the transfer
* Identity & PAN proof of transferee
* Stamp paper of adequate value (as per state)

**For Transmission of Shares:**

* Death certificate of the shareholder
* Succession certificate / Probate / Legal Heir Certificate
* Board Resolution approving transmission
* Indemnity bond and affidavit (in some cases)

**For Issuance of Duplicate Share Certificate:**

* FIR copy (in case of loss)
* Indemnity bond and affidavit
* Advertisement in a newspaper (if required)

**🧾 Registers to be Maintained:**

* **Register of Members** (Form MGT-1)
* **Register of Share Transfers**
* **Share Certificate Register**

**Best Practices We Follow:**

* Review and compliance check of company’s **AOA clauses** regarding share transfer restrictions
* Advise clients on **pre-emptive rights** or rights of first refusal (if applicable)
* Ensure **data accuracy** in all filings and registers
* Provide **custom formats** for Board Resolutions, Indemnity Bonds, etc.

**📢 ROC Filings (if applicable):**

* **MGT-7 / MGT-7A** – Annual return showing shareholding pattern
* **PAS-3** – For return of allotment (in case of fresh allotment)
* **SH-7 / MGT-14** – In some cases where changes in capital or special resolutions are involved

**⚠️ Penalties for Non-Compliance:**

* Fine of **₹50,000 to ₹5,00,000** for the company
* Fine of **₹10,000 to ₹1,00,000** for each defaulting officer

Top of Form

Bottom of Form

**💼 Who Needs This Service?**

* **Private Limited & Public Limited Companies**
* **Startups issuing shares to investors**
* **Businesses undergoing ownership changes**
* **Legal heirs claiming transmission of shares**
* **Companies looking to regularize or rectify past share transfers**

**📌 Why Choose Us?**

* **End-to-End Support** – From documentation to ROC filings
* **Expert Legal Compliance** – Stay aligned with the Companies Act, 2013
* **Timely Execution** – Avoid penalties and maintain good corporate standing
* **Custom Advisory** – Based on your company structure and ownership goals