



**NAGDEV & ASSOCIATES**  
PRACTICING COMPANY SECRETARIES

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## PROCESS ROADMAP

### SHARE TRANSFER

- The Transferor/ Transferee shall deliver to the company the executed, duly stamped Share Transfer Deed (**SH-4**) along with original share certificate(s) Within **60 days** of execution.
- The Company shall hold a Board Meeting to approve the transfer and endorse or issue new share certificate(s) Within **one month** from receipt of SH-4.
- Report changes in shareholding in the Annual Return in **MGT-7/MGT-7A**.
- File **BEN-2** after obtaining **BEN-1** if **Section 90** triggered and Update the Register of Members (**MGT-1**) and register of beneficial owners holding significant beneficial interest (**BEN-3**).

### NEW ALLOTMENT

- The Company shall hold Board Meeting (and General Meeting if needed) to approve allotment, receive application money, and allot shares. File a return of allotment with the ROC in **PAS-3 within 30 days of Allotment**.
- **Allotment** should be done within **60 days** of receiving money.
- Report changes in shareholding in the Annual Return in **MGT-7/MGT-7A**.
- File **BEN-2** after obtaining **BEN-1** if **Section 90** is triggered and Update the Register of Members (**MGT-1**) and register of beneficial owners holding significant beneficial interest (**BEN-3**).