



**THE SINDHU RESETTLEMENT CORPORATION LTD.**  
(Founders & Builders of Gandhidham-Adipur Township)  
**Regd. Office : ADIPUR (KUTCH) GUJARAT**  
**CIN # U45300GJ1948PLC001115**

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**Plot No.4 & 5, DC-3, Rampath Road, Adipur (Kutch) 370 205**  
**Phone: (02836) 260403 ~ Email : src@sindhu-src.org** Web Site : [www.sindhu-src.org](http://www.sindhu-src.org)

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No. SRC/LD/M/SOP/NRI/2026/607

Date: 05.05.26

**NOTICE**

**Subject: Circulation of Standard Operating Procedure (SOP) – Verification of Identity of Overseas / Non-Resident Shareholders & Claimants.**

All concerned Allotees/Leaseholders, Shareholders, Legal heirs of deceased and General Public are hereby informed that the Standard Operating Procedure (SOP) titled “Verification of Identity of Overseas / Non-Resident Shareholders & Claimants (Applicable to Shares, Plots, Properties Succession, Transmission, Mutation & Transfers)” has been approved by the Competent Authority.

The said SOP shall be mandatory and applicable to all new cases received on or after 18.03.2026 however, the cases which are still under process will be given three months’ notice period to comply with the required information failing which new SOP will be applicable.

All Allotees/Leaseholders, Shareholders, Legal heirs of deceased and General Public are hereby advised to carefully read, understand, and strictly adhere to the procedures prescribed in the SOP. No deviation, relaxation, shall be permitted under any circumstances.

A copy of the SOP along with prescribed formats is enclosed herewith for strict compliance.

**By Order**

Sd/-  
**Chief Executive Officer**  
Sindhu Resettlement Corporation Ltd.  
Adipur

**CC to:**

Notice Board of SRC.

# **STANDARD OPERATING PROCEDURE (SOP)**

## **Verification of Identity of Overseas / Non-Resident Shareholders & Claimants**

(Applicable to Shares, Plots, Succession, Transmission, Mutation & Transfers)

### **1. OBJECTIVE**

To establish a uniform, transparent, and legally defensible procedure for ascertaining the identity of shareholders or claimants residing outside India, in order to:

- Prevent impersonation, fraud, benami claims, and multiple claims
  - Protect SRC's assets and records
  - Ensure compliance with Indian laws and judicial standards
  - Minimise future litigation exposure
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### **2. SCOPE**

This SOP shall apply to:

- Non-Resident Indians (NRIs)
- Foreign nationals
- Overseas legal heirs
- Any claimant permanently or temporarily residing outside India

Applicable to:

- Share transfer / transmission

- Succession cases
  - Mutation of plot rights
  - Any benefit arising from SRC allotments or shares
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### **3. GOVERNING LEGAL FRAMEWORK**

This SOP is framed in consonance with:

- Companies Act, 2013
  - Indian Evidence Act, 1872
  - Information Technology Act, 2000
  - FEMA & RBI KYC guidelines
  - Civil Procedure Code (jurisdiction & service principles)
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### **4. CORE PRINCIPLE**

Identity verification is a mandatory pre-condition.

No request shall be processed unless identity is conclusively established to the satisfaction of SRC.

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### **5. DOCUMENTATION REQUIREMENTS (MANDATORY)**

#### **5.1 Proof of Identity**

- Valid Passport (mandatory)
- OCI Card, if applicable

Documents must be:

- Apostilled under Hague Convention

OR

- Attested by Indian Embassy / Consulate

## **5.2 Proof of Overseas Address (Any Two)**

- Utility bill (electricity, water, gas)
- Bank statement
- Tax residency certificate
- Residence permit / visa

## **Apostilled / Consularised**

## **5.3 Identity Declaration (Mandatory)**

A notarised and apostilled declaration stating:

- Claimant is the same person as the shareholder / legal heir
- No impersonation or benami claim
- No other person has a superior claim
- Acceptance of exclusive jurisdiction of Gandhidham / Kutch courts
- Undertaking to indemnify SRC against future claims

## **6. AUTHORISED REPRESENTATIVE IN INDIA**

All overseas claimants must appoint:

- An India-based authorised representative (relative / advocate / CA)

Requirements:

- Special Power of Attorney
- Apostilled / Consularised
- Limited strictly to SRC-related matters

All legal notices shall be deemed valid if served on such representative.

## **7. SUCCESSION / DECEASED SHAREHOLDER CASES**

Where original shareholder is deceased, SRC shall accept only:

- Succession Certificate
- Probate
- Letter of Administration
- Foreign court order validated by jurisdictional Gandhidham/Kutch court

Foreign wills or affidavits alone shall not be accepted.

## **8. PUBLIC NOTICE REQUIREMENT**

Before final approval in overseas cases:

- Public notice to be issued in:
  - One local newspaper (Gandhidham / Kutch)
  - One English national daily

Objection period: 30 days

## **9. TIMELINES**

- Initial scrutiny: 15 working days
- Deficiency notice (if any): within 15 days
- Compliance window for claimant: 60 days

Failure → file kept inactive / frozen

## **10. NON-COMPLIANCE CONSEQUENCES**

In case of failure to comply:

- Shares / plot rights frozen
- No mutation, transfer, dividend or benefit
- No further correspondence beyond compliance notice

## **11. DISCRETION CLAUSE**

Acceptance of documents is subject to SRC's satisfaction.

No claimant shall have a vested right to approval merely by submission of documents.

## **12. JURISDICTION**

All disputes arising from this SOP shall be subject to:

Exclusive jurisdiction of courts at Gandhidham / Kutch, Gujarat

### **13. APPROVAL & IMPLEMENTATION**

This SOP shall:

- Come into effect upon Executive Committee/Board of Directors approval
- Apply uniformly without exception
- Override all previous practices to the extent of inconsistency

(On stamp paper of Rs. ....)

**FORMAT-1**

**AFFIDAVIT OF IDENTITY & NON-IMPERSONATION**

(For Overseas / Non-Resident Shareholders / Claimants)

AFFIDAVIT

I, \_\_\_\_\_,

Son/Daughter/Wife of \_\_\_\_\_,

born on \_\_\_\_\_,

holding Passport No. \_\_\_\_\_,

issued by \_\_\_\_\_,

presently \_\_\_\_\_ residing \_\_\_\_\_ at

\_\_\_\_\_.

do hereby solemnly affirm and state as under:

1. That I am the same person as reflected in the records of SRC Limited in respect of Share / Plot No. \_\_\_\_\_, Folio No. \_\_\_\_\_.
2. That my identity is genuine and true and I am not impersonating, substituting, or representing any other person.
3. That I am submitting this affidavit voluntarily for verification of my identity as required by SRC Limited.
4. That no other person has any superior, better, or competing claim to the said shares / plot except as disclosed by me in writing to SRC Limited.

5. That I have not concealed any material fact relating to my identity, status, or entitlement.
6. That I fully understand that submission of false or misleading information shall render my claim liable to rejection and may invite civil and criminal consequences under Indian law.
7. That this affidavit is executed for all official, legal, and administrative purposes of SRC Limited.

DEPONENT

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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**VERIFICATION**

I verify that the contents of this affidavit are true and correct to my knowledge and belief and nothing material has been concealed.

DEPONENT

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## FORMAT-2

### DECLARATION OF EXCLUSIVE JURISDICTION & SERVICE OF NOTICE

I, \_\_\_\_\_, hereby declare and undertake as follows:

1. That I voluntarily submit myself to the exclusive jurisdiction of the competent courts at Gandhidham / Kutch, Gujarat, in respect of any matter arising out of my claim before SRC Limited.
2. That I waive any objection regarding territorial jurisdiction, forum convenience, or residence outside India.
3. That I agree that all notices, communications, and legal processes issued by SRC Limited shall be valid and binding if served upon:
  - My authorised representative in India; OR
  - My registered email address; OR
  - My last known overseas address submitted to SRC Limited.
4. That I shall not raise any objection in future on the ground of non-service or improper service.
5. That this declaration is irrevocable and binding upon me, my heirs, successors, and legal representatives.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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## FORMAT-3

### DECLARATION OF SOLE CLAIM & NO OBJECTION

(Especially for Succession / Transmission Cases)

I, \_\_\_\_\_, do hereby solemnly declare:

1. That I am the sole claimant / one of the lawful legal heirs of Late \_\_\_\_\_, original shareholder/allottee of SRC Limited.
2. That apart from the persons disclosed by me in writing to SRC Limited, no other person has any right, title, interest, or claim in respect of the said shares / plot.
3. That all other legal heirs (if any) have either:
  - o Given written consent / NOC; OR
  - o Their rights have been lawfully adjudicated by a competent court.
4. That I undertake to indemnify SRC Limited against any future claims, disputes, or litigation arising due to suppression or misrepresentation of facts.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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## FORMAT-4

### INDEMNITY BOND (OVERSEAS CLAIMANT)

This Indemnity Bond is executed by \_\_\_\_\_,  
residing at \_\_\_\_\_, in favour of  
SRC Limited, having its registered office at  
\_\_\_\_\_.

I hereby undertake and agree as follows:

1. To indemnify and keep indemnified SRC Limited against any loss, damage, claim, cost, litigation, or liability arising due to:
  - Any defect in my title or identity
  - Any false declaration or suppression of facts
  - Any claim raised by any third party or legal heir
2. That this indemnity shall be absolute, continuing, and irrevocable.
3. That SRC Limited shall be entitled to enforce this indemnity without prejudice to any other rights or remedies.
4. That this indemnity shall bind me, my heirs, executors, administrators, and assigns.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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## **Important**

All these documents should be:

- Notarised
- Apostilled / Consularised
- Cross-referenced with passport number on every page
- Stored digitally + physically