

# ALLOTMENT LETTER

(Issued in lieu of Share Certificate under Section 46 of the Companies Act, 2013)

Company Name: **Acme Industries Limited**  
Registered Office: 123 Main Street, Business City, Country  
CIN: U12345IN2020PLC123456

Date: **15th June 2024**  
Letter No.: **AL/2024/0058**

To,  
**Mr. John Doe**  
456 Green Avenue  
Capital City, Country

Dear Sir/Madam,

**Subject:** Allotment of Equity Shares - Allotment Letter as Share Certificate Substitute

We are pleased to inform you that pursuant to your application dated **12th June 2024** and on the basis of Board of Directors' resolution passed on **14th June 2024**, you have been allotted Equity Shares of the Company as per the following details:

<b>Folio No.</b>	: JD45678
<b>Number of shares allotted</b>	: 2,500 (Two Thousand Five Hundred Only)
<b>Distinctive Numbers</b>	: 200501 to 203000 (both inclusive)
<b>Face Value per share</b>	: â,110/-
<b>Amount paid per share</b>	: â,110/- (fully paid-up)

This Allotment Letter is issued as an interim document and serves as a valid substitute for the Share Certificate until the actual Share Certificate(s) are issued and delivered, in accordance with the applicable laws and rules.

Please keep this letter safe and present it for endorsement when the Share Certificate is prepared.

For and on behalf of  
**Acme Industries Limited**

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Authorised Signatory  
Date: 15th June 2024  
Place: Business City

## Important Notes:

- This Allotment Letter is a temporary acknowledgment of share allotment and not a Share Certificate.
- Holders must surrender this letter in exchange for the original Share Certificate(s) when issued.
- It is valid only for the shares and folio mentioned above; any discrepancy should be reported immediately.
- Loss or misplacement of this document should be promptly notified to the Company.
- The rights attached to the allotted shares will accrue only after the issuance of the Share Certificate(s).