

SAMPLE BANK LTD.
123 BANK AVENUE, BUSINESS CITY,
COUNTRY 12345
TEL: (123) 456-7890 | EMAIL: INFO@SAMPLEBANK.COM

24 June 2024

To:

The Registrar of Companies

[Jurisdiction/State/Country]

Ref: Endorsement of Paid-up Capital – [Company Name], [Company Registration Number]

Subject: Confirmation of Paid-up Capital Deposit

Dear Sir/Madam,

This is to confirm that [Company Name], having its registered address at [Company Address], has deposited an amount of [Currency & Amount] ([Amount in words]) with us towards the paid-up capital as required for incorporation of the company.

Details of the transaction are as follows:

- Account Name: [Company Name]
- Account Number: [Bank Account Number]
- Date of Deposit: [Date]
- Amount Deposited: [Currency & Amount]

The above amount is currently held in the account of [Company Name] and will be available as part of its paid-up share capital.

This certificate is being issued at the request of [Company Name] for submission to your office and for the purpose of company incorporation formalities.

Please do not hesitate to contact us should you require further information.

Yours faithfully,

[Authorized Signatory Name]

[Title/Designation]

SAMPLE BANK LTD.

Important Notes:

- This endorsement letter should be printed on the bank's official letterhead and signed by an authorized officer.
- The letter must be addressed to the appropriate authority (e.g., Registrar of Companies).
- All details such as company name, registration number, and transaction must be accurate and match official records.

- This document is generally required during new company incorporation or capital increase procedures.
- Retention of a copy of this document for company records and future reference is recommended.