

Allotment Letter for Private Placement of Shares

Date: [Date]

To,

[Name of Allottee]

[Address of Allottee]

Subject: Allotment of Equity Shares on Private Placement Basis

Dear Sir/Madam,

We are pleased to inform you that pursuant to the resolution passed by the Board of Directors of **[Company Name]** at its meeting held on **[Board Meeting Date]**, you have been allotted the following equity shares of the Company on a private placement basis:

| | |
|----------------------------|-------------------------|
| Name of Allottee: | [Name of Allottee] |
| Number of Shares Allotted: | [Number of Shares] |
| Face Value per Share: | [Face Value] |
| Issue Price per Share: | [Issue Price] |
| Total Amount Paid: | [Total Amount] |
| Distinctive Numbers: | [Distinctive Numbers] |
| Folio/DP ID/Client ID: | [Folio/DP ID/Client ID] |

Your name has been entered in the Register of Members/Beneficial Owners of the Company as the holder of the above allotted shares. The share certificates/demat credit will be delivered/credited to your account within the prescribed time.

Thank you for your trust and confidence in our Company.

Yours faithfully,

For **[Company Name]**

Authorized Signatory

Important Notes:

- This allotment has been made in accordance with the applicable provisions of the Companies Act, 2013 and relevant rules.
- Please verify the details mentioned above and inform the Company in case of any discrepancies immediately.
- This letter is issued as documentary evidence of share allotment; it is not a share certificate.
- Transfer or further issuance of these shares is subject to applicable laws and regulations.
- Retain this letter for your records and future reference.