

Allotment Letter for Capital Shares

Date: 20 June 2024

To,

Mr./Ms. [Shareholder Name]

[Address Line 1]

[Address Line 2]

[City], [State], [ZIP Code]

Subject: Allotment of Capital Shares

Dear [Shareholder Name],

We are pleased to inform you that the Board of Directors of **[Company Name]**, in its meeting held on **[Allotment Date]**, has allotted to you **[Number of Shares]** (_____) fully paid-up equity shares of the face value of **Rs. [Face Value]** each at an issue price of **Rs. [Issue Price]** per share.

Terms & Conditions

- The shares allotted to you will be credited to your demat account as per the details provided in your application.
- The shares rank pari-passu with the existing equity shares of the Company in all respects including dividend, voting and other rights.
- Kindly note that the shares allotted are subject to the Memorandum and Articles of Association of the Company and relevant applicable laws.
- No share certificate will be issued for shares held in dematerialized form.
- Any discrepancy or difference in your details must be immediately communicated to the Company.

Contact Information

For any queries or clarifications, please contact:

[Contact Person]

[Designation]

[Company Name]

[Phone/Email]

Thank you for your support and trust in **[Company Name]**.

Sincerely,

[Authorized Signatory]

[Designation]

[Company Name]

Important Notes

- This document is a legal confirmation of share allotment; keep it for your records.
- Verify all personal and bank details mentioned; report discrepancies immediately.
- The allotment is governed by the Companies Act and relevant company policies.
- Selling, transferring, or pledging these shares may require board approval or compliance with statutory regulations.

