

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

1. The shares allotted to you will be credited to your demat account as per the details provided in your application.
2. The shares rank pari-passu with the existing equity shares of the Company in all respects including dividend, voting and other rights.
3. Kindly note that the shares allotted are subject to the Memorandum and Articles of Association of the Company and relevant applicable laws.
4. No share certificate will be issued for shares held in dematerialized form.
5. 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.

