

Board-Approved Allotment Letter for Capital Shares

Date: 30 June 2024

To: Mr. John Doe
234 Sample Street
Cityname, Country

Subject: Allotment of Capital Shares – Board Approval Notification

Dear Mr. Doe,

We are pleased to inform you that the Board of Directors of **ABC Corporation Ltd.**, at its Board Meeting held on **25 June 2024**, has approved the allotment of equity shares to you as per the following details:

Allottee Name	Mr. John Doe
Number of Shares Allotted	10,000
Face Value per Share	\$10
Allotment Price per Share	\$15
Total Allotment Amount	\$150,000
Allotment Date	25 June 2024
Board Resolution Reference No.	BR/2024/067

This allotment is subject to compliance with all applicable statutory requirements, including the filing of necessary forms with the Registrar of Companies and other relevant authorities. Your share certificates will be issued or credited to your demat account upon completion of these formalities.

Please acknowledge receipt of this letter as a confirmation of your acceptance of the above allotment. Should you have any queries, please feel free to contact us.

Sincerely,

By order of the Board
ABC Corporation Ltd.

Company Secretary
ABC Corporation Ltd.

Important Notes:

- This letter serves as proof of share allotment pending issuance of formal certificates or demat credit.
- Ensure compliance with all regulatory filings and approvals post-allotment.
- Retain this letter for your records and for any future reference regarding shareholding.
- The allotment is valid subject to the terms and conditions mentioned in Board resolution and statutory law.