

Digital Allotment Letter for Capital Shares

[Company Name]
Registered Office: [Company Address]
CIN: [CIN Number]

Date of Issue: [DD/MM/YYYY]
Letter No.: [Allotment Letter Number]

To,
[Allottee's Name]
[Allottee's Address]

Dear Sir/Madam,

We are pleased to inform you that the Board of Directors of **[Company Name]** (hereinafter referred to as "the Company") at its meeting held on **[Board Meeting Date]** has allotted the following equity shares of the Company to you against your application/payment:

Folio / DP ID	Client ID	No. of Shares	Face Value per Share	Allotted Share Numbers
[Folio/DP ID]	[Client ID]	[Number of Shares]	[₹,¹ xx.xx]	[Range/Numbers]

Distinctive Number(s): From [Start No.] to [End No.]

Class of Shares: [Equity/Preference]

Paid-up Value per Share: [₹,¹ xx.xx]

Mode of Holding: [Physical/Demat]

This letter is issued as the official digital record of share allotment. The shares are credited to your account as per details above. Please retain this letter for your records.

For and on behalf of
[Company Name]

Authorised Signatory

Digital Signature

Important Notes:

- This is a digitally generated document and does not require a physical signature or company seal.
- Allotment of shares is subject to terms and conditions of the Company and applicable laws.
- Check your demat account for share credit in case of electronic holding.
- Please inform the Company immediately in case of any discrepancy found in this allotment letter.
- This letter should be preserved safely as it may be required for future reference.