

# ABC Limited

Regd. Office: 123 Business Avenue, Mumbai - 400001  
CIN: U12345MH2024PLC111111

Date: 20 June 2024

To,

Mr. Rajesh Sharma  
12, Green Park Road,  
Delhi - 110016

## **Subject: Final Allotment Letter for Preference Shares**

Dear Sir,

We are pleased to inform you that the Board of Directors of ABC Limited, at its meeting held on 18 June 2024, has approved the final allotment of **10,000 (Ten Thousand) 7% Redeemable Preference Shares** of ₹100/- each, pursuant to your application and remittance of the application and allotment money.

The details of your allotment are as under:

- Folio No.: PS2024/00981
- No. of Shares Allotted: 10,000
- Share Certificate No.: PS00123
- Distinctive Nos.: 00010001 to 00020000
- Allotted at: Par

The Preference Shares so allotted shall entitle you to a fixed cumulative dividend of **7% per annum**. These shares shall be redeemable at the end of 5 years from the date of allotment or earlier at the option of the Company, as per the terms of issue and relevant provisions of the Companies Act, 2013.

Please find enclosed herewith the Share Certificate(s) representing the aforesaid shares.

Thank you for your trust and support.

Yours faithfully,  
For ABC Limited,

**S. Mehta**

Company Secretary  
DIN: 01234567

### **Important Notes:**

- This letter serves as a final confirmation of share allotment; please retain it for your records.
- Dividend will be paid as per the schedule and subject to deduction of taxes as applicable.
- In case of any discrepancies or non-receipt of share certificates, please notify the Company Secretary within 15 days.

- The allotment is governed by the terms and conditions stated in the Offer Document and applicable laws.