

Company Name Private Limited

Registered Office: 123, Street Name, City, Pin Code, State
CIN: U12345AB2024PTC123456

Ref: Allotment/2024/____

Date: _____

To,

Mr./Ms. _____

Address: _____

Physical Allotment Letter for Share Certificate Issue

Dear Sir/Madam,

This is to inform you that the Board of Directors of **Company Name Private Limited** at its meeting held on _____ has allotted equity shares to you, the details of which are as follows:

Name of Allottee : _____

Folio Number : _____

Number of Shares Allotted : _____

Distinctive Numbers : From _____ To _____

Share Certificate Number : _____

Face Value per Share : Rs. _____ each

The physical share certificate(s) in respect of the above allotment have been issued and are enclosed herewith.

Kindly acknowledge receipt of the share certificate(s) and keep them in safe custody.

Thank you.

Yours faithfully,

For Company Name Private Limited

Authorised Signatory

Important Notes:

- This letter serves as proof of share allotment until the actual share certificate is received.
- Verify all details carefully upon receipt. Report discrepancies immediately to the company registrar.
- Physical share certificates should be kept securely to avoid loss or theft.
- Transfer or sale of physical shares requires due compliance with company law and transfer formalities.
- Retain a copy of this allotment letter for future reference.