

Company Name Pvt. Ltd.

Registered Office: 123 Business Lane, City, State - Zip Code
CIN: U12345XX2024PLC123456

Tel: +1 234 567 8901 | Email: info@company.com

Letter No. : PAL/2024/001
Date : 18 June, 2024
To : Mr. John Doe
78 Investor Avenue,
City, State - Zip
Folio No. : 0098765
Application No. : EQ-APL-2024-070

Subject: Provisional Allotment of Equity Shares

Dear Sir/Madam,

We are pleased to inform you that, pursuant to your application and payment for equity shares in **Company Name Pvt. Ltd.**, the Board of Directors has, at its meeting held on **17 June 2024**, resolved to provisionally allot the following equity shares to you:

No. of Shares Allotted : 5,000 (Five Thousand Only)
Face Value per Share : ₹10/- (Rupees Ten only)
Amount Paid per Share : ₹10/- (Rupees Ten only)
Total Amount Received : ₹50,000/- (Rupees Fifty Thousand only)

The allotment is provisional and subject to completion of all necessary formalities and compliance with applicable laws and regulations. The Share Certificate(s) / Credit to your Demat account will be issued/credited in due course.

Kindly quote your Folio Number and Application Number in all future correspondence with us regarding this allotment.

Yours faithfully,

For Company Name Pvt. Ltd.

Authorised Signatory

Important Notes:

- This is a provisional letter and does not confer any legal ownership until formalities are completed.

- Please ensure all personal and banking details are correct for a smooth allotment process.
- All future communication must include the Application and Folio Numbers.
- Retention of this letter is advised until you receive your Share Certificate or Demat Credit confirmation.
- For queries, contact our investor relations at the above phone or email.