

# Standard Allotment Letter for Capital Shares

[Company Name]

[Company Address]

Date: [Date of Issue]

To,

**[Allottee Name]**

[Allottee Address]

Dear Sir/Madam,

## Subject: Allotment of Equity Shares

We are pleased to inform you that, pursuant to the resolution passed by the Board of Directors of **[Company Name]** at their meeting held on **[Date of Board Meeting]**, you have been allotted the following equity shares of the company:

Number of shares allotted: [Number of Shares]

Face value per share: [Rs./\$ X per share]

Total amount paid: [Rs./\$ Total Amount]

Distinctive numbers (from-to): [From Number] to [To Number]

Class of shares: [Equity/Preference/Other]

Please note that your name has been entered into the Register of Members of the Company as the holder of the above shares. The share certificate(s) will be sent to you separately/has been enclosed herewith (strike out whichever is not applicable).

Kindly acknowledge the receipt of this letter.

Thank you.

Yours faithfully,

For **[Company Name]**

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Authorised Signatory

[Name & Designation]

## Important Notes:

- This letter serves as an official record of the allotment of shares.
- Ensure all personal and share details are correct; contact the company for any discrepancies.
- Retain this document for your official records and future reference.
- Allotment is subject to the terms and conditions of the company as per its Articles of Association.
- Legal rights and obligations as a shareholder commence from the date of allotment.

