To,

**Board of Directors** Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Address of Company)

Dear Sirs,

# **RE : DELETION OF NAME**

Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Folio No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We the undersigned being the joint holder(s) with Mr./Mrs./Miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( deceased) who expired on \_\_\_\_\_\_\_\_

hereby request you to delete his/her name from Register of Members of Shares/Debentures/Bonds holders of the company in respect of \_\_\_\_\_\_\_\_\_\_\_\_\_ Shares/Debentures/Bonds which are sent herewith for the purpose alongwith the Death Certificate. I/We give here under particulars regarding surviving joint holders(s) as would be required by you for your record.

Full Name Occupation Father’s/Husband’s Name

1.

2.

3

.

FULL ADDRESS OF FIRST Holder SIGNATURE(s) OF ALL THE HOLDERS

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_PIN CODE

PLEASE FILL IN THE COMPLETE ADDRESS INCLUDING

PINCODE FOR SAFE DELIVERY

**FOR OFFICE USE ONLY**

Total Seller Folio No. of Shares Distinctive Certificate No. Buyer Folio

Certificates Debentures/Bonds Number From

Total Shares/

Debentures /

Bonds

Document Registration No.\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transfer No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents required for Deletion of name :**

1. Original **Share/Debenture/Bonds** Certificates
2. Death Certificate duly Attested

3. Request letter from Joint Holder’s

IMPORTANT : Please Submit separate forms for each series of SHARES / DEBENTURES / BONDS along with relative certificates(s).