**Request Letter for Deletion of Name**

TO

SAG Infotech Private Limited,

B-9, 3rd Floor, Mahalaxmi Nagar,

Behind WTP South Block,

Malviya Nagar,

Jaipur - 302017(Raj.)

**Subject:-Deletion of Name**

**Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Folio no: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir,

I/We, the undersigned being joint holders with Mr./Mrs./Miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( deceased) who expired on \_\_\_\_\_\_\_\_\_\_\_\_\_ hereby request you to delete his/her name from Register of Members of the company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in respect of \_\_\_\_\_\_\_\_\_\_\_\_\_ Shares which are sent herewith for the purpose alongwith the Death Certificate. I/We give here under particulars regarding surviving jointholders(s) as would be required by you for your record.

**Details of the share certificates enclosed:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Folio No.** | **Distinctive Nos** | | **Share Certificate**  **No.** | **No of Shares** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

Total No of certificates \_\_\_\_\_\_\_\_\_\_\_\_\_ No of Shares \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Father/Husband Name of the First Holder | Name(s) of Survived Shareholders | Signatures of the Survived Shareholder(s) |
|  | 1. | 1. |
| 2. | 2. |
| Occupation of the First Holder | 3. | 3. |
|  | 4. | 4. |
| 5. | 5. |

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **TO BE FILLED IN BY THE REGISTRAR** | |
| Inward No. |  |
| Transposition No. |  |
| New Folio No. |  |
| Date |  |

**Note : Please enclose all share certificates for the folios mentioned above. Also enclose copy of the death certificate of the deceased duly attested**.