

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.