

Annexure – A

Date: @Date

From: (Full name and address)

@Emp_Full_Name

@Address1

@Address2 (E-Mail ID: @Email_ID)

HDFC Limited
Ramon House
H T Parekh Marg
169, Backbay Reclamation
Churchgate, Mumbai 400 020

Re: Offer for sale of Shares of HDFC ERGO

I wish to inform you that I hold certain shares of HDFC ERGO General Insurance Company Limited, which was allotted to me pursuant to exercise of stock options vested in me under HDFC ERGO Employees Stock Options Plan – 2009 (ESOP-2009).

I intend to sell all of the said shares.

In terms of the provisions of Clause 8 of ESOP-2009, an Option Grantee desirous of selling any shares subsequent to exercise of stock options, has the right to offer for sale / obliged to offer for sale the said shares either to HDFC Limited or ERGO International Limited (the Existing Shareholders).

Accordingly, I hereby offer for sale to you @No_Of_Options (**@In_Words**) equity shares of Rs. **10** each of HDFC ERGO having ISIN No. INE225R01027 (**the Shares**) held by me under DP ID: @DPID, Client ID.: @Client_ID, @ Rs. **@FMV**.per share.

If the offer is acceptable to you, on receipt of confirmation to that effect from you, I will arrange to transfer the said Shares to your DP Account mentioned below and an acknowledged copy of the Delivery Instruction Slip would be submitted to you, immediately after the said transfer

Beneficiary Name	Housing Development Finance Corporation Limited
Beneficiary Account No. (Client ID)	10003955
DP ID	IN300126
DP Name	HDFC Bank Limited
Transaction Type	Off-Market

On receipt of the credit of the said Shares in your DP Account, I request you to kindly transfer the sale consideration to my following account maintained with HDFC Bank Limited:

Account No.	@Acc_No
Bank / Branch Name	@Bank_Name
9 Digit MICR Code	@MICR_Code
RTGS / IFSC Code	@IFSC_Code

Thank you,
Yours Sincerely,

Accepted
For Housing Development Finance Corporation Limited

Authorised Signatory