

@Date

To,
HDFC ERGO General Insurance Company Ltd.
HDFC House, Churchgate - Mumbai

Subject: Declaration for sales of ESOPS

I wish to inform you that I am holding @No_Of_Options(**@In_Words**) Shares of HDFC ERGO General Insurance Company Limited, which were allotted to me pursuant to the exercise of the stock options vested in me under HDFC ERGO Employee Stock Options Plan – 2009 (ESOP-2009).

I wish to sell the above mentioned shares in the upcoming sale window and hence request you to kindly proceed as per the guidelines as per ESOP-2009 scheme.

I have signed the necessary sale form and submitted the same along with a copy of the PAN Card & cancelled cheque.

Thanking You,
Yours Sincerely

Emp Name: **@Emp_Name**
Emp Code: **@Emp_Code**