

CS.....

Address

Dear Sir / Madam,

Sub.: Intimation in terms of Clause 8 of the First Schedule to the Company Secretaries Act, 1980

I, CS /We, M/s....., Company Secretary in Practice / Firm of Company Secretaries have been approached by the management of M/s..... Limited to..... (list of professional services) for the FY
vide their letter No. dated

We understand that earlier the abovementioned professional services were being rendered by your goodself / firm to M/s. Limited during the Financial Year

I / We request you to kindly take this communication as an intimation to be given to the previous incumbent in terms of Clause 8 of the First Schedule to the Company Secretaries Act, 1980.

Regards,

Signature

CS

Membership No. ACS / FCS

CoP No.....

For& Co. / & Associates, Company Secretaries

Firm Unique Code

Date:

Place: