### Request Letter for Deletion of name

#### To,

{companyRTA}

{companyRTAAddress}, {companyRTAPincode}

Unit : {companyName}

{companyCity}, {companyState}, {companyPincode}

# **Subject : DELETION OF NAME**

Folio No. :- {Folio}

Dear Sirs,

I/We the undersigned being the joint holder(s) with Mrs {shareholderNameDeath

} who expired on {dod} hereby request you to delete his/her name from Register of Members of the company in respect of {#certificate}{totalNoOfShares},{/} Shares which are sent herewith for the purpose along with the Death Certificate. I/We give here under particulars regarding surviving joint holders(s) as would be required by you for your record.

### Details of the share certificates enclosed

| S.No. | Folio No. | Distinctive Nos  From To | Share Certificate  No. | No of Shares |
| --- | --- | --- | --- | --- |
| {#certificate}{index} | {Folio} | {distinctiveNos} | {certificateNumber} | {totalNoOfShares}{/} |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

Total No of certificates {certificateCount} No of Shares {grandTotalNoOfShares}

Name(s) of Survivors

{#survivors}{index}. {shareholderNameCertificate}{/}

| Father/Husband Name of the First Holder(survivor) | Signatures of the Survived Shareholder(s) |
| --- | --- |
| {#hasShareholder\_1}{husbandName\_1}{/hasShareholder\_1} | 1. |
| Occupation of the First Holder:  {#hasShareholder\_1}{occupation\_1}{/hasShareholder\_1} |  |
|  |  |

Date of Death: {dod} Place of Death: {placeOfDeath}

Date: Place:

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