

NAME
ADDRESS

Unit – AARTI SURFACTANTS LIMITED
Subject: Name Deletion.

Dear Sir,

We regret to note the sad demise of (NAME OF DECEASED), the deceased registered shareholder of the Company. The deceased was holding (NO OF SHARES) shares of the following description jointly with (NAME OF JH).

Folio No.	Certificate Nos.	Distinctive Nos.	Shares covered in each certificate
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Please find hereunder the procedure to be followed for deletion of name in the records:

1. Please send the letter duly signed by the surviving joint holder(s).
2. Please send the original share certificates for the entire holding to enable deletion.
3. Please annex a duly attested copy of the death certificate of the deceased shareholder, either by a Notary Public or by a Special Executive Officer.
4. You will also have to furnish us with a letter from the Bank Manager of the bank where you have an account, identifying you and attesting your signature alongwith your account details.
5. Please annex a self-attested copy of the PAN card
6. Please also provide us, copy of any one document each from (a) & (b) below, duly attested by Special Executive Officer or Notary Public or Your Bank Manager.
 - a) Driving Licence or Passport or Election Card
 - b) Ration Card or Electricity Bill or Telephone Bill or Employer's TDS certificate in Form 16

Kindly lodge your request after complying with the above mentioned requirements, after which we will take up the process further.

Thanking you,

Yours truly,
For Link Intime India Pvt Limited

Authorised Signatory
Encl –A /a