

To,

Date: _____

Alankit Assignments Limited
Unit: Jubilant Organosys Limited
'Alankit House'
2E/21, Jhandewalan Extension
New Delhi – 110 055

Dear Sir,

Sub: Transposition of names

We are the joint holders of _____ shares in the Company under folio no. _____ in the following order of names:

1. _____
2. _____
3. _____
4. _____

We enclose share certificate(s) in respect of our entire shareholding under the above folio. We request you to change the order of names in the share certificate(s), as mentioned below:

Name	Father's / Husband's name	Occupation	Address	E-mail ID and phone no., if any.
1.				
2.				
3.				
4.				

Thanking you,

Yours faithfully,

1. _____
2. _____
3. _____
4. _____

(signature of all holders)