

Intimation to society about purchase off shares of society

FROM

(Transferee)

To

The secretary of the Co-op Society,

Dear Sir,

Re: Transfer of share certificate no. _____ bearing Nos _____ (both inclusive) standing in the names of Mr. _____, Mr. _____. We have purchased the above share certificate held by Mr. _____ & Mr. _____ of your society along with the incidental rights to use and occupy Flat No. _____ of your society situated at _____ floor of _____ Bombay 400 001. Vide agreement for sale -dated _____ 19 a copy of the said agreement is enclosed herewith.

We now request you to kindly transfer the above share certificate in our names and also all the incidental rights thereto. The necessary forms in respect of transfer and membership are also submitted herewith duly completed.

Thanking you,

Yours faithfully,