

Transferor's Address

The Company Secretary
Company Name
Company Registered Office

Dear Sir/Madam,

Transfer of Shares in Company Name

You will find enclosed a share transfer form in respect of [insert number and class of shares] currently registered in my name.

I am unable to find the share certificate or certificates relating to these shares and herewith request that the board should effect the transfer in the absence of the share certificate or certificates and warrant that in the event of the certificate or certificates being found I will so inform you and forward said certificate or certificates to you.

Yours sincerely

Name of Transferor

Signed in the presence of
Witness name and address*

this day of [month] [year]

*Ideally a director or officer of the company