**DRAFT REQUEST LETTER**

[Date]

[Your Name]

[Your Address]

[Email Address]

[Phone Number]

To,

The Company Secretary

**Vichaar Television Network Limited**

Bindal House, Surat Kadodara Road,

Kumbharia, Surat – 395010

**Subject: Request for Issuance of New Share Certificates for Dematerialization**

Dear Sir/Madam,

I am writing to request the issuance of new share certificates for the purpose of dematerialization. Below are the details of my current shareholdings:

|  |  |
| --- | --- |
| Name of Shareholder & Joint Shareholder, If any |  |
| Folio Number |  |
| Number of Shares held |  |
| Present Address: |  |
| Active Mobile Contact: |  |
| Active Email ID: |  |

I wish to dematerialize my shares and hold them in electronic form. To facilitate this, I kindly request you to issue new share certificates in my name.

I have enclosed the following documents for your reference and necessary action:

1. Original share certificates
2. Copy of PAN Card
3. Address proof (e.g., Aadhar Card, Passport, Utility Bill) (Any One)
4. A self-attested copy of the Client Master Report from my Depository Participant.

Please inform me if any additional documentation or information is required from my end to process this request. I would appreciate it if you could expedite the issuance of the new share certificates to facilitate the dematerialization process at the earliest.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature]

[Your Name]

Enclosures:

Original Share Certificates

Copy of PAN Card

Address Proof

Client Master Report (Self-attested)