**ALLOTMENT OF EQUITY SHARES TO FOREIGN COMPANY FOR ESTABLISHING WHOLLY OWNED SUBSIDIARY**

"RESOLVED THAT in terms of Secretariat for Industrial Assistance, Ministry of Industry, Government of India approval letter bearing no. FC.II \_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_ and in terms of Article\_\_\_\_ \_\_\_\_ of the Articles of Association, \_\_\_\_\_\_\_ Equity shares of Rs. 100 each aggregating to Rs. \_\_\_\_\_\_\_\_\_\_ be and are hereby allotted in the share capital of the company to M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by way of private placement

FURTHER RESOLVED THAT share certificate in respect of the above allotment be issued to M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the common seal of the Company under the signatures of Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_, Directors of the Company and Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the authorised signatory.   
  
RESOLVED FURTHER THAT Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director of the Company be and is hereby authorised to sign and file with the Registrar of Companies, a return of allotment in the prescribed form and also sign and file a declaration in the prescribed form with the Reserve Bank of India along with such other documents as are required to be submitted therewith and to do such other acts, deeds and things as he may consider necessary to give effect to the allotment of shares to M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_".

**CHANGE OF COMPANY NAME**

NOTICE is hereby given that the Extraordinary General Meeting of the Company will be held at the registered office of the company

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_, 20\_\_

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A.M./P.M.   
  
To consider and, if thought fit, to pass with or without modification the following resolution as:   
  
Special Resolution   
  
"RESOLVED THAT Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director of the Company be and is hereby authorized to make application for seeking availability of name "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" or such other names as he may deems fit in case the above stated name is not available, to the Registrar of Companies, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a first step towards proposed change of name by the company subject to the approval granted to such change of name by the Central Government and the shareholders of the Company.   
  
RESOLVED FURTHER THAT Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director of the Company be and is hereby authorized to all acts, deeds and things as may deem necessary in this regard."   
  
By order of the Board   
  
Secretary/Director   
  
Dated the \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_   
  
NOTES: 1. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself and proxy need not be a member of the Company.   
  
2. The relative Explanatory Statement, pursuant to section 173(2) of the Companies Act, 1956, in respect of the special business set out above is annexed hereto.   
  
EXPLANATORY STATEMENT PURSUANT TO SECTION 173(2) OF THE ACT   
  
As you are aware that the Company is in the process of commencing certain new business activities and consequently the company has also altered its main objects. The Board of Directors of the Company is in the view that the name of the Company should be in consonance to the new main objects of the Company. Therefore, the Board of Directors of the Company seeks your approval for proposed change of name.   
  
None of the Directors are interested in the above resolution.

**CONVERSION OF PRIVATE COMPANY**

**INTO PUBLIC COMPANY**

NOTICE is hereby given that the Extraordinary General Meeting of the Company will be held at the registered office of the company at \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_ 20\_\_ at \_\_\_\_ a.m./p.m.   
  
To consider and, if thought fit, to pass with or without modification the following resolution as:   
  
Special Resolution

"RESOLVED THAT the approval of the Company be and is hereby given for conversion of Company into Public Limited Company and consequently the word "Private" be deleted from the name of the Company, wherever the same appears in the Memorandum and Articles of Association of the Company.   
  
RESOLVED FURTHER THAT pursuant to Section 31 of the Companies Act, 1956, the Articles of Association of the Company be and is hereby altered in the following manner:   
  
Article\_\_\_

This Article should be deleted.

Article\_\_\_   
  
Substitute the word "\_\_\_\_\_\_\_\_" by the word "\_\_\_\_\_\_\_\_\_" in \_\_line and Substitute the word "\_\_\_\_\_\_\_\_" the word "\_\_\_\_\_\_\_\_\_" in line \_\_\_.

The following new Articles be added to the Articles of Association:   
  
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as Article No. \_\_\_\_\_.   
  
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as Article No. \_\_\_\_\_.   
  
RESOLVED FURTHER THAT Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director/Secretary of the Company be and is hereby authorized to take all necessary steps to give effect to the said resolution.”   
  
By order of the Board   
  
Secretary/Director   
  
Dated the \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_   
  
NOTES: 1. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself and proxy need not be a member of the Company.   
  
2. The relative Explanatory Statement, pursuant to section 173(2) of the Companies Act, 1956, in respect of the special business set out above is annexed hereto.

ANNEXURE TO NOTICE:

EXPLANATORY STATEMENT PURSUANT TO SECTION 173(2) OF THE ACT

Item No. 1   
  
The Company is carrying on the business of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and has done exceedingly well in the past few years. The Board feels that considering the expanding business activities of the Company, the Company should convert itself into a Public Limited Company. Consequent on such conversion, the Article \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which lays down certain restrictions in case of Private Limited Companies as per the provisions of the Companies Act should be deleted and certain new articles as required in case of a public limited company should be inserted, hence the resolutions.   
  
The Board of Directors recommends passing of the special resolution as contained in item No. 1 of the notice.   
  
None of the Directors are in any way interested or concerned in the resolution.

**INCREASE OF AUTHORISED SHARE CAPITAL**

Notice is hereby given that the Extraordinary General Meeting of the Company will be held at the registered office of the company at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_, 20\_\_ at \_\_\_\_ a.m./p.m.   
  
To consider and, if thought fit, to pass with or without modification the following resolution   
  
As a Ordinary Resolution/Special Resolution   
  
"RESOLVED THAT the approval of shareholders be and is hereby given to increase the authorized share capital of the company from Rs. \_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) divided into \_\_\_\_\_\_\_\_\_\_\_\_\_ equity shares of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) each to Rs. \_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) divided into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ equity shares of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) each ranking paripassu with the existing equity shares in the Company and that in clause \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the Memorandum of Association of the Company for the words and figures   
  
"The Authorized Share Capital of the Company is Rs. \_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) divided into \_\_\_\_\_\_\_\_\_ Equity shares of Rs. \_\_\_/- (Rupees \_\_\_) each."   
  
The following shall be substituted:   
  
"The Authorized Share Capital of the Company is Rs. \_\_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_) divided into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Equity shares of Rs. \_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_) each."   
  
By order of the Board   
  
Director/Secretary   
  
Dated the \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_   
  
NOTES: 1. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself and proxy need not be a member of the Company.   
  
2. The relative Explanatory Statement, pursuant to section 173(2) of the Companies Act, 1956, in respect of the special business set out above is annexed hereto.

ANNEXURE TO NOTICE:

Explanatory Statement pursuant to section 173(2) of the Act

Item No. 1

The Board feels that in view of the proposed expansion plans of the Company, the authorized share capital of the Company needs to be increased.   
  
The Board of Directors recommends passing of the special resolution as contained in item No. 1 of the notice.   
  
None of the Directors are in any way interested or concerned in the resolution.

**INCREASE OF AUTHORISED SHARE CAPITAL**

Notice is hereby given that the Extraordinary General Meeting of the Company will be held at the registered office of the company at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_, 20\_\_ at \_\_\_\_ a.m./p.m.   
  
To consider and, if thought fit, to pass with or without modification the following resolution   
  
As a Ordinary Resolution/Special Resolution   
  
"RESOLVED THAT the approval of shareholders be and is hereby given to increase the authorized share capital of the company from Rs. \_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) divided into \_\_\_\_\_\_\_\_\_\_\_\_\_ equity shares of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) each to Rs. \_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) divided into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ equity shares of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) each ranking pari passu with the existing equity shares in the Company and that in clause \_\_\_\_\_ of the Memorandum of Association of the Company for the words and figures   
  
"The Authorized Share Capital of the Company is Rs. \_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) divided into \_\_\_\_\_\_\_\_\_ Equity shares of Rs.\_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) each."   
  
The following shall be substituted:   
  
"The Authorized Share Capital of the Company is Rs. \_\_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) divided into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Equity shares of Rs. \_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) each."   
  
By order of the Board   
  
Director/Secretary   
  
Dated the \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_   
  
NOTES: 1. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself and proxy need not be a member of the Company.   
  
2. The relative Explanatory Statement, pursuant to section 173(2) of the Companies Act, 1956, in respect of the special business set out above is annexed hereto.

ANNEXURE TO NOTICE:

Explanatory Statement pursuant to section 173(2) of the Act

Item No. 1

The Board feels that in view of the proposed expansion plans of the Company, the authorized share capital of the Company needs to be increased.   
  
The Board of Directors recommends passing of the special resolution as contained in item No. 1 of the notice.   
  
None of the Directors are in any way interested or concerned in the resolution.

Legal Notice Format For Snatching And Accident

Seat No.\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_  
District courts, \_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone No

Ref No.\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_

REGISTERED A.D./ U.P.C.

LEGAL NOTICE  
To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Sir,

Under the instructions from and on behalf of my client Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I do hereby serve you with the following legal Notice: –  
1- That my client is respectable person of the society and he is plying his \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the roads and is earning the livelihood for his family members.

2- That in the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_my said client driving his vehicle on a very moderate and normal speed, on the extreme left side of the road keeping in view the principles of road and safety of the others on the road when reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meantime your client driving your offending \_\_\_\_\_\_\_\_\_\_\_\_\_\_ rashly, negligently, with a high-speed came from behind side and hit vehicle  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of my client from back side. You came out of the car and gave fists and slaps blow to my said client. You forcibly snatch the R.C. of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the custody of my said client and also snatched the purse containing Rs. \_\_\_\_\_\_\_\_\_\_\_/-.

3- That my client went to your client and asked you to return the R.C. as well as the cash amount of Rs. \_\_\_\_\_\_\_\_\_\_\_\_/- but you instead of returning the same threatened my client for dire consequences. In this way you have forced my said client to file the criminal and civil proceedings against you in the competent court of law against you as well as your driver.

4- That you along with your driver have committed criminal wrongs by snatching the R.C. and the cash amount from my said client for which my client reserves his right to file criminal proceedings as well as suit for damages against you in the competent court of law. You have robbed the money as well as R.C. from the custody of my said client

I, therefore, through this legal notice call upon you to handover the R.C. of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ along with the amount of Rs. \_\_\_\_\_\_\_\_\_\_/- with interest to my said client and Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_/- as charges of this legal Notice within the period of 15 days from the date of receipt of this legal notice, failing which my client has given me clear instructions to file civil, criminal, suit for damages and other Misc. proceedings against you in the competent court of law and in that event you shall be responsible for all costs, risks and responsibilities which please note well.

A copy of this legal notice is retained in my office for record and further necessary action.  
\_\_\_\_\_\_\_\_\_\_\_\_, Advocate  
\_\_\_\_\_\_\_\_\_\_\_

Legal Notice Format to Bank for Vehicle NOC

Ref No……… Dated \_\_\_\_\_  
REGISTERED AD  
LEGAL NOTICE

To

Dear Sir

Under the instructions from and on behalf of my client \_\_\_\_\_ R/o \_\_\_\_\_\_\_ I do hereby serve upon you with the following legal notice:-

1- That my client got financed a vehicle \_\_\_\_\_ in the month of \_\_\_ vide Loan Account No. \_\_\_\_\_\_ and the installment of the loan was \_\_\_\_/- per month.

2- That my client regularly and continuously deposited the monthly installments with your bank. \_\_\_\_\_\_ the said car of my client met with a roadside accident in which the same was \_\_\_% damaged. My client deposited the balance payment of the installments of \_\_\_\_\_\_ of your bank at \_\_\_\_\_\_ vide receipt No.\_\_\_ dated \_\_\_\_\_\_\_. My client also deposited the amount of \_\_\_/- vide receipt No. \_\_\_ in the said office as charges of issuance of No Dues Certificate/NOC so that my client could be able to get the said vehicle transferred. The said amount was the urgent amount for the issuance of NDC. Your officials assured my client that they will send the N.D.C./NOC to my said client within \_ days but your officials have not send the same to my client.

3- That my client has been continuously and regularly contacting your officials at customer care from time to time but your officials have been harassing my client badly. My client is a respectable person of the society and he is the \_\_\_\_.

4- That by not handing over N.D.C./NOC of the said vehicle to my said client you have caused mental agony, tension and harassment to my said client by your deficient and negligent services rendered by you. Hence my client is entitled to recover compensation of \_\_\_\_/- from you. My client is also entitled to receive the amount of interest of the deposited amount from you also.

I, therefore, call upon you through this legal Notice to handover the NOC/NDC of Vehicle No. \_\_\_\_\_\_\_ and pay the interest amount on the last deposited amount to my said client and also pay a compensation amount of \_\_\_\_\_/- for causing the mental agony, harassment and tension due to your deficient and negligent service and loss of his reputation, to my said client and pay \_\_\_\_/- as charges of this notice, under intimation to me, within the period of \_\_ days from the date of receipt of this legal Notice, failing of which my client has given me clear instructions to file appropriate proceedings against you in the competent court of law and in that event you will be fully responsible for all costs, risks, responsibilities, expenses and consequences thereof. Please note well.

A copy of this Notice is kept intact in my office for record and further necessary action and you are also advised to keep the copy of the same as safe as you would be asked to produce in the court.

Thanking you,

\_\_\_\_\_\_ Advocate, \_\_\_\_\_\_\_

**Legal Notice to Admission brokers and Educational Institutions for cheating students by offering fee concession through admission test, claiming fee and blackmailing students, later.**

**Format of Legal Notice for cheating students by Education Institution in collusion with admission agents  by offering fee concession at initial stage and claming fee from students after they took admission in the college.**

Legal notice format to be send in case of cheating by Education institution, Admission agents and their staff by conducting fake admission test to cheat people. The college kept certificates of students after taking admission and started blackmailing them by demanding fee for which they offered concession earlier. Format of legal notice in case for cheating by parties is given below:

Registered AD  
  
Date:

Mrs. \_\_\_\_\_\_\_\_\_  
National Coordinator  
\_\_\_\_\_\_\_\_\_\_\_, Kolar - 563 101  
Karnataka  
  
2. The Manager / Director  
\_\_\_\_\_\_\_\_\_\_\_\_\_  
Gurgaon - 122001, Haryana.  
  
3. The Trustee  
\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational & Charitable Trust  
\_\_\_\_\_\_\_\_\_\_\_

Group of Institutions

----  
  
**LEGAL NOTICE**

Sir,  
  
Under instructions and authority from my clients:  
1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, D/o \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_;  
  
2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, S/o \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_;  
  
3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, S/o \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_;  
  
4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, S/o \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_;  
  
I serve upon you the following legal Notice.  
  
1. That my clients are students of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group of Institutions running under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Charitable Trust. That most of my clients are from poor families and economically weaker sections of the society.  
  
2. That in the year \_\_\_\_\_\_\_\_\_ Ms. \_\_\_\_\_\_\_\_\_\_\_, National Coordinator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and other agents of \_\_\_\_\_\_\_\_\_\_\_\_\_ contacted my clients and offered to give admission in \_\_\_\_\_\_\_\_\_\_\_ Group of Institutions through competition test. \_\_\_\_\_\_\_\_\_\_\_\_\_ offered my clients that they will charge the following amount of test fee from my clients and assured that that no Tuition Fees will be charged by the College from the students for the said course, everything will be managed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trust.  
  
3. That my clients have cleared the competition test conducted by \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_ collected the following amounts from my clients.  
  
SNO. NAME OF STUDENT COURSE FEE CONCESSION OFFERED AMOUNT PAID  
  
4. That after clearing the Admission Test an Admission Cum Scholarship letters jointly signed by Chief Administrative officer \_\_\_\_\_\_\_\_\_\_\_\_ Institutions and Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, National Coordinator, Bangalore and other authorized persons was issued to my clients.  
  
5. That in the Admission letter it is clearly mentioned that "In any condition the college will not claim the tuition fees from the above mentioned student."  
  
6. That my clients have joined the courses and started attending classes in the year 20\_\_.  
  
7. That after joining the course the college management started demanding fee from my clients by violating terms of the Admission Cum Scholar ship letter signed by them and issued to my clients.  
  
8. That my clients requested to the college administration and \_\_\_\_\_\_\_\_\_\_\_\_\_ to honour the terms of the Admission Cum Scholarship letter. They also informed the college that they are from poor, economically backward sections of the Society and they cannot afford to pay the huge amount fee demanded by the college.

9. That neither college authorities, nor \_\_\_\_\_\_\_\_\_\_\_\_\_\_ heard their prayers and you have harassed my clients to pay fee.  
  
10. That due to non-payment of fee the college authorities forcibly barred my clients Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ from attending the classes. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not allowed to attend classes from 1st week of \_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_ onwards. Before that date also she was barred from attending classes in few more occasions. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is barred from attending the classes from \_\_th \_\_\_\_\_\_ 20\_\_ onwards.  
  
11. That \_\_\_\_\_\_\_\_\_\_\_\_\_\_ was not allowed to write her 1st Semester Examination conducted in December 20\_\_. She was forced to write first semester examination as supplementary in June 20\_\_, but not allowed to appear for one subject in June 20\_\_ also. She was barred from appearing for entire second semester examination conducted in June 20\_\_. The college authorities cited a wrong reason that she has no eligibility to write the examination. The college authorities are not allowing her to appear for her 3rd Semester Examination to be conducted on 2nd \_\_\_\_\_\_\_\_\_\_\_ 20\_\_.  
  
12. That their next semester examination of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is scheduled to be conducted on 2nd \_\_\_\_\_\_\_\_ 20\_\_ and \_\_\_\_\_\_\_ on 17th \_\_\_\_\_\_\_\_\_\_ 20\_\_.  
  
13. That the amount of fee shown in the table is including Hostel Fee. But the college management is charging hostel fee additionally from my clients, even for the period in which they are not allowed to attend classes and they are not using hostels.  
  
14. That my clients states that the college authorities collected original Admission Cum Scholarship letter from some of my clients and kept it in the college to prevent them from initiating legal action.  
  
15. That my clients states that the College and \_\_\_\_\_\_\_\_\_\_ have violated the terms of the Admission Cum Scholarship letter and cheated the students.  
  
16. That my clients states that you have conspired with each other and issued Admission Cum Scholarship letter with an intention to cheat our clients. You have spoiled the career of our clients.  
  
17. That \_\_\_\_\_\_\_\_\_\_\_ Group of Institutions is keeping original educational qualification certificates of my clients for further blackmail.  
  
18. That my clients states that you have issued the scholarship cum admission letter after charging a huge amount of fee with an intention to cheat my clients which amounts to an offence punishable under criminal provisions of Indian Penal Code and my clients have every right to claim compensation from \_\_\_\_\_\_\_\_\_Group of Institutions and \_\_\_\_\_\_\_\_\_\_ for spoiling their career.  
  
19. That my clients states that \_\_\_\_\_\_\_\_\_\_\_\_ of Institutions are running under the banner of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Charitable Trust, a Charitable Trust, still they are harassing the students for paying fees after violating the terms of Admission Cum Scholarship letter. Attention of the Income tax Department which allowed tax exemptions to the society and government authorities which facilitated setting-up the college under the banner charitable activities are to be invited for appropriate action.  
  
20. Under the circumstances, I call upon you to cancel all the fee demands raised on my clients; Allow them to attend their classes within 2 days; allow them to appear for the examination and restrain from demanding any further tuition fee in future, failing which my client will be constrained to take legal action against you in a court of law for an offence punishable under Indian Penal Code for cheating and other applicable provisions; and claiming damages under Civil Proceedings for which you will be liable for all costs and consequences.

This is without prejudice to the legal rights available to my clients for claiming compensation from the \_\_\_\_\_\_\_\_\_\_ Group of Institutions and \_\_\_\_\_\_\_\_\_\_ and all other legal rights and remedies available to my client for the above-stated purpose including seeking a court monitored enquired into the entire issue.

You are liable to pay a sum of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_/- as necessary cost and expenses of sending the present legal notice to you.  
  
Copy of this legal notice is also kept at my office for further ready reference it required in future.  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_., Advocate

ENR No. \_\_\_\_\_\_\_\_

**Legal Notice to builder demanding possession of property and interest / compensation for the delayed period for offering possession.**

**Format of Legal Notice to builder for violating terms of allotment letter and Builder buyer agreement and demanding compensation and interest for delayed period.**

You can send a legal notice to the Builder against violation of terms of agreement entered into between buyer and builder. Some times the builder claims interest for the delayed payment from the customer, but they won't give any concession for the delay caused in offering possession of the property. In such circumstances you can directly claim the same rate of interest charged by the Builder, against the amount paid by you, for the delayed period. Format of legal notice demanding possession of property, interest and compensation for the delayed period in offering possession of property is giving below:

Registered AD/Speed Post

Date:

The managing director

\_\_\_\_\_\_\_\_ Pvt. Ltd

New Delhi

LEGAL NOTICE

Sir, Under instructions and authority from my client

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ s/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I serve upon you the following legal Notice.

1. That in 20\_\_ your company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pvt Ltd, Registered office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Delhi, had come up with a public offer to sell Residential Apartment under the name and style "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" in Sector \_\_\_\_, Gurgaon with assurance to complete the construction of the residential apartment and give possession within 36 months of signing the Apartment Buyers Agreement.

2. That by believing your offer as genuine and trusting on the Management of the company, my client have applied to purchase a Residential Apartment having super area of \_\_\_\_\_ Sq. Mtrs, in the above project for a Price or Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_ only), inclusive of External Development Charges, Infrastructure Development Charges, Preferential Location Charges (wherever applicable).

3. That you have demanded from our clients an amount of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) towards Booking amount payable on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. That my clients have made two payments of Rs. \_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_ against the above quoted demand.

5. That authorised signatory of \_\_\_\_\_\_\_\_\_\_\_ Pvt Ltd Mr. \_\_\_\_\_\_\_\_\_\_ and Mr. \_\_\_\_\_\_\_\_\_\_\_ Entered into agreement with my clients on \_\_\_\_\_\_\_\_ and signed Apartment Buyers Agreement on the same date.

6. That your company, the Developer, had allotted to my client, Apartment No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ having Super Area of Approx. \_\_\_\_\_\_\_\_\_\_\_ Sq. Mtrs with an exclusive right to use of 1 car parking space in the complex "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" to be developed in \_\_\_\_\_\_\_\_\_\_\_\_ Haryana for a sale price of Rs. \_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_ only).

7. That your company had agreed to sell and transfer the APARTMENT to the ALLOTTEE and my client had agreed to purchase the APARTMENT.

8. That as per clause 3 a) of the agreement you have offered to handover the possession of the Apartment within 36 months from the date of signing of the agreement.

9. That as per the terms of agreement, the due date for handing over the Possession of the Apartment was on \_\_\_\_\_\_\_\_\_.

10. That you have offered the possession of the property on \_\_\_\_\_\_\_\_\_\_ only after a delay of \_\_\_\_ months even after considering the grace period.

11. That as per the account statements given by you, my clients have paid total amount of Rs. \_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only). Payment details given below.

12. That on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ you have send an e-mail of Final Offer for Possession with a demand of Rs. \_\_\_\_\_\_\_\_\_\_/- towards 18% interest quarterly compounded, for the delayed payment as per clause 1.2 k) of the agreement. You have also demanded Rs. \_\_\_\_\_\_\_\_\_\_/- towards payment of balance amount.

13. That the Final Offer of Possession has been send by you after a delay of \_\_\_ months from the due date for giving possession as per the Flat Buyer Agreement.

14. That on \_\_\_\_\_\_\_\_\_\_\_\_ my client Mr. \_\_\_\_\_\_\_\_\_\_\_\_ has informed your concerned employees through e-mail that you have offered the possession after long delay. So the amount of interest demanded should be waived off.

15. That you have not inclined to accept the request of my client and repeatedly demanded interest for the delayed payment from my client.

16. Since you are not ready to accept the request of my client to wave of the interest, my clients have requested you to calculate interest on delayed period of possession on the amount paid by them, for the period from date of possession as per clause 1.2 k) of the Flat Buyers Agreement till the date of offer letter issued by you.

17. That again you have not inclined to accept the request of our clients with many unreasonable arguments.

18. My client say that as per the existing law of the land they are eligible to get interest against the delayed period of possession at the same rate and way you are charging interest on delayed payment on them.

19. That my clients is ready to pay the balance amount including interest after deducting interest for the delayed period of offering possession of the apartment.

20. That the calculation of 18% quarterly compounded interest for the delayed period of offering possession i.e. for the period from \_\_\_\_ to \_\_\_\_\_ is as under: Date of Agreement \_\_\_\_\_\_\_ Date of Possession as per agreement \_\_\_\_\_\_\_ DOP after grace period \_\_\_\_\_\_\_ Possession offer \_\_\_\_\_\_\_

21. That our clients says that you are liable to pay an amount of Rs. \_\_\_\_\_\_\_\_\_\_/- towards 18% compounded interest (the same interest rate you are charging on delayed payments by flat buyers as per clause 1.2 k)), which is to be adjusted against the outstanding balance showing against their account.

 22. That as per clause 3 III) of the Flat Buyers Agreement you are also liable to give compensation against delayed period of offering possession @ Rs. 5 per sq. ft. per month of super area to our client. I, therefore, call upon you through this legal notice to adjust amount of Rs. \_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) along with compensation against delayed period of offering possession @ Rs. 5 per sq. ft. per month of super area, against the outstanding balance of my client account and give possession of the apartment or make payment of the said amount to my clients, within a period of 21 days from the receipt of this legal notice, failing which our client shall be constrained to file civil as well as criminal complaint against the company/ all the responsible directors and staff in the court of law, in that event you might be burdened with all fees and risks which please note carefully.

You are further liable to pay a sum of Rs. \_\_\_\_\_\_\_\_\_/- as necessary cost and expenses of sending the present legal notice to you.

Copy of this legal notice is also kept at our office for further ready reference if required in future.

Name of Advocate

Enrolment No:

Place:

***Legal Notice to builder demanding possession of property***

***and interest / compensation for the delayed period for offering possession.***

Format of Legal Notice to builder for violating terms of allotment letter and Builder buyer agreement and demanding compensation and interest for delayed period.

You can send a legal notice to the Builder against violation of terms of agreement entered into between buyer and builder. Some times the builder claims interest for the delayed payment from the customer, but they won't give any concession for the delay caused in offering possession of the property. In such circumstances you can directly claim the same rate of interest charged by the Builder, against the amount paid by you, for the delayed period. Format of legal notice demanding possession of property, interest and compensation for the delayed period in offering possession of property is giving below:

Registered AD/Speed Post

Date:

The managing director

\_\_\_\_\_\_\_\_ Pvt. Ltd

New Delhi

LEGAL NOTICE

Sir, Under instructions and authority from my client Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ s/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_, address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ I serve upon you the following legal Notice.

1. That in 20\_\_ your company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pvt Ltd, Registered office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Delhi, had come up with a public offer to sell Residential Apartment under the name and style "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" in Sector \_\_\_\_, Gurgaon with assurance to complete the construction of the residential apartment and give possession within 36 months of signing the Apartment Buyers Agreement.

2. That by believing your offer as genuine and trusting on the Management of the company, my client have applied to purchase a Residential Apartment having super area of \_\_\_\_\_ Sq. Mtrs, in the above project for a Price or Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_ only), inclusive of External Development Charges, Infrastructure Development Charges, Preferential Location Charges (wherever applicable).

3. That you have demanded from our clients an amount of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) towards Booking amount payable on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. That my clients have made two payments of Rs. \_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_ against the above quoted demand.

5. That authorised signatory of \_\_\_\_\_\_\_\_\_\_\_ Pvt Ltd Mr. \_\_\_\_\_\_\_\_\_\_ and Mr. \_\_\_\_\_\_\_\_\_\_\_ Entered into agreement with my clients on \_\_\_\_\_\_\_\_ and signed Apartment Buyers Agreement on the same date.

6. That your company, the Developer, had allotted to my client, Apartment No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ having Super Area of Approx. \_\_\_\_\_\_\_\_\_\_\_ Sq. Mtrs with an exclusive right to use of 1 car parking space in the complex "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" to be developed in \_\_\_\_\_\_\_\_\_\_\_\_ Haryana for a sale price of Rs. \_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_ only).

7. That your company had agreed to sell and transfer the APARTMENT to the ALLOTTEE and my client had agreed to purchase the APARTMENT.

8. That as per clause 3 a) of the agreement you have offered to handover the possession of the Apartment within 36 months from the date of signing of the agreement.

9. That as per the terms of agreement, the due date for handing over the Possession of the Apartment was on \_\_\_\_\_\_\_\_\_.

10. That you have offered the possession of the property on \_\_\_\_\_\_\_\_\_\_ only after a delay of \_\_\_\_ months even after considering the grace period.

11. That as per the account statements given by you, my clients have paid total amount of Rs. \_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only). Payment details given below.

12. That on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ you have send an e-mail of Final Offer for Possession with a demand of Rs. \_\_\_\_\_\_\_\_\_\_/- towards 18% interest quarterly compounded, for the delayed payment as per clause 1.2 k) of the agreement. You have also demanded Rs. \_\_\_\_\_\_\_\_\_\_/- towards payment of balance amount.

13. That the Final Offer of Possession has been send by you after a delay of \_\_\_ months from the due date for giving possession as per the Flat Buyer Agreement.

14. That on \_\_\_\_\_\_\_\_\_\_\_\_ my client Mr. \_\_\_\_\_\_\_\_\_\_\_\_ has informed your concerned employees through e-mail that you have offered the possession after long delay. So the amount of interest demanded should be waived off.

15. That you have not inclined to accept the request of my client and repeatedly demanded interest for the delayed payment from my client.

16. Since you are not ready to accept the request of my client to wave of the interest, my clients have requested you to calculate interest on delayed period of possession on the amount paid by them, for the period from date of possession as per clause 1.2 k) of the Flat Buyers Agreement till the date of offer letter issued by you.

17. That again you have not inclined to accept the request of our clients with many unreasonable arguments.

18. My client say that as per the existing law of the land they are eligible to get interest against the delayed period of possession at the same rate and way you are charging interest on delayed payment on them.

19. That my clients is ready to pay the balance amount including interest after deducting interest for the delayed period of offering possession of the apartment.

20. That the calculation of 18% quarterly compounded interest for the delayed period of offering possession i.e. for the period from \_\_\_\_ to \_\_\_\_\_ is as under: Date of Agreement \_\_\_\_\_\_\_ Date of Possession as per agreement \_\_\_\_\_\_\_ DOP after grace period \_\_\_\_\_\_\_ Possession offer \_\_\_\_\_\_\_

21. That our clients says that you are liable to pay an amount of Rs. \_\_\_\_\_\_\_\_\_\_/- towards 18% compounded interest (the same interest rate you are charging on delayed payments by flat buyers as per clause 1.2 k)), which is to be adjusted against the outstanding balance showing against their account.

22. That as per clause 3 III) of the Flat Buyers Agreement you are also liable to give compensation against delayed period of offering possession @ Rs. 5 per sq. ft. per month of super area to our client. I, therefore, call upon you through this legal notice to adjust amount of Rs. \_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) along with compensation against delayed period of offering possession @ Rs. 5 per sq. ft. per month of super area, against the outstanding balance of my client account and give possession of the apartment or make payment of the said amount to my clients, within a period of 21 days from the receipt of this legal notice, failing which our client shall be constrained to file civil as well as criminal complaint against the company/ all the responsible directors and staff in the court of law, in that event you might be burdened with all fees and risks which please note carefully.

You are further liable to pay a sum of Rs. \_\_\_\_\_\_\_\_\_/- as necessary cost and expenses of sending the present legal notice to you.

Copy of this legal notice is also kept at our office for further ready reference if required in future.

Name of Advocate

Enrolment No:

Place:

**Legal Notice to Computer Company for selling fake products and cheating customers. Notice for filing Consumer Complaint.**

**Legal Notice format to file Consumer Complaint against Company selling fake products and cheating customers.**

After sending Legal Notice the Customer can file Consumer Complaint with District Consumer Dispute Redressal forum, if the supplier is not taking any action in the specific time period action after receiving the notice.

Sample format of legal notice to be send to Supplier in case of fraud or selling inferior quality goods:

**Registered AD/UPC**

Date:

The Proprietor  
\_\_\_\_\_\_\_  
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**LEGAL NOTICE**

Sir,  
  
Under instructions and authority from our client M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we serve upon you the following legal Notice.  
  
1. That our client has purchased a New Computer system Intel Core I-3, Intel Chipset Asus Motherboard, 4 GB RAM, ATX Cabinet, 1 TB Hard Disk, 16" LED, DVD RW, Logitech Keyboard and Mouse, Beetel UPS for Rs. \_\_\_\_\_\_ vide your Delivery Challan/ bill dated \_\_\_\_\_\_\_, for retail sale.  
  
2. That the system started giving trouble on the very first day and due to this the order received by our client was cancelled.  
  
3. That our client has given the mother board of the system in your office for replacement.

4. That after harassing our client for few days your staff has replaced the motherboard by charging additional amount.

5. Since our client lost the order due to the malpractice of your staff, the material was kept in stock.

6. That on \_\_\_\_\_\_\_\_\_\_\_\_\_ our client got order for supply of computer system with same configuration. When our client tried to switch own the system, it was not working. Our client informed it to \_\_\_\_\_\_\_\_\_\_\_ of your office and he told our client to send the processor for replacement.  
  
7. That when the engineer of our client opened the processor to give it for replacement, it was surprising and shocking for our client, because your company sold used and damaged processor by telling it as new and charged Rs. \_\_\_\_\_\_\_\_\_ as its price from our client.  
  
8. That staff of our client approached Mr. \_\_\_\_\_\_\_\_\_ and your staff of your office for replacement of the processor. Mr. \_\_\_\_\_\_\_\_\_ was behaving with the staff of our client in a very rude manner and told that the processor has physical damage and cannot be replaced.  
  
9. That when our client told you that they have purchased new processor and not used it even for a day and it is not possible to have physical damage. If there is any physical damage, it means your company has supplied defective processor. After long argument your staff collected the processor for replacement and issued receipt No. \_\_\_\_\_dated \_\_\_\_\_\_\_\_\_\_\_\_ and forcibly wrote as Intel CPU Dual Core instead of Intel CPU Core I-3.  
  
10. That our client received the replacement challan in good faith and waited for a week. When our client approached you to collect the replaced processor on \_\_\_\_\_\_\_\_\_\_ Mr. \_\_\_\_\_\_\_\_\_\_ told our client in a rude manner that the processor will not be replaced.  
  
11. That our client has noticed different type of un ethical business practices in your company many times. For e.g. on \_\_\_\_\_\_\_\_\_\_\_\_ our client has approached you for purchase of 4 Core I3 processors and 3 Computer systems. Your staff has inserted old Pentium Dual Core processor and assembled the system by saying it as new I3 processor (Invoice No. \_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_). When our client approached you to replace the processor your staff refused to replace it and charged Rs. \_\_\_\_\_\_\_/- extra per processor.  
  
12. That it is also noticed that you are selling the product by issuing challan cum bill form to evade VAT on every sale.  
  
13. That our client and staff have spent many working hours and money to get the Processor Replaced.  
  
14. That your company has created unnecessary financial loss and mental pressure to our client and damaged reputation of our client by breaking promises by which our client has lost huge amount of business.  
  
15. That you have committed cheating, fraud and breach of trust by supplying old, used and damaged processor to our client and cheated our client by giving false promises.  
  
We, therefore, call upon you through this legal notice to refund Rs. \_\_\_\_\_\_\_\_\_/- (i.e. cost of the Processor Rs. \_\_\_\_\_\_\_\_\_\_/- and other Expenses of Rs. \_\_\_\_\_\_/- spent for conveyance and telephone calls) to our client with 13.50% interest within a period of 7 days from the receipt of this legal notice failing which our client shall be constrained to file civil as well as criminal complaint against all the responsible directors and staff or your company in the court of law, inform sales tax and other department about your tax evasion methods/fraudulent accounting system and in that event you might be burdened with all fees and risks which please note carefully.  
  
You are further liable to pay a sum of Rs. \_\_\_\_\_\_/- as necessary cost and expenses of sending the present legal notice to you.  
  
Copy of this legal notice is also kept at our office for further ready reference it required in future.  
  
\_\_\_\_\_\_ Associates, Advocates  
  
  
  
\_\_\_\_\_\_\_\_\_, Advocate  
Partner

**Legal Notice to Employer demanding dues payable to the employee including Gratuity, Leave Encasement etc and for full and final settlement or to file Recovery Suit under Code of Civil Procedure.**

**Format of Legal Notice to be send to the Employer for recovery of amount receivable by the employee at the time of resignation or termination of services, to file Recovery Suit under Code of Civil Procedure.**

Legal notice can be served to the employer in case the dues of employees are not cleared when the employee resigned or terminated from the services. If the employer acknowledges the amount payable to the employee you can file a Summary recovery suit under Order XXXVII of Code of Civil Procedure for recovery of money. Court fee is applicable in case of summary suit. If the employer does not acknowledge the amount a normal recovery suit can be filed to recover the amount. Format of legal notice demanding amount of dues payable to the employee at the time of resignation or retirement is giving below:

Dated :

REGISTERED AD

To  
  
M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pvt. Ltd.

Having Registered Office at:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
-------

Through its Directors.

SUBJECT : LEGAL NOTICE FOR DEMAND OF A SUM OF Rs. \_\_\_\_\_\_\_\_\_/- ONLY ALONG WITH INTEREST @ 18% P.A. FROM \_\_\_\_\_\_\_\_\_\_

TILL ITS FINAL REALIZATION.

Sir(s)/Madam(s),  
  
Under instructions of my client Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, S/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_, R/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and for and on behalf of my said client, I do hereby serve upon you the following legal notice of demand to the following effects:  
  
1. That my aforesaid client was appointed w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_ as Manager with Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_ with you the Noticee No. 1 and on annual package (CTC) of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_/-(Twelve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only).  
  
2. That my client was working for and under overall supervision of you the Noticee No. \_ to \_, from time to time, who happens to be the Directors of the Noticee No. 1.  
  
3. That my client has performed all his duties as per the satisfactions to his superiors and as per responsibilities assigned to him time to time. My client's upto mark performance has earned him recognition in your eyes that you noticees from time to time awarded my client various promotions and increments and treated him as a valued manpower asset and at lastly he held the post of AVP Marketing.  
  
4. That my client remained associated under employment till \_\_\_\_\_\_\_\_\_\_\_\_ and resigned serving the notice period for he was not being paid his salary regularly since \_\_\_\_\_\_\_\_\_\_.  
  
5. That my client has also informed for the same and resignation of my client's service by official email ID dated on \_\_\_\_\_\_\_\_\_\_ to his reporting superior \_\_\_\_\_\_\_\_\_\_ and Noticee No. 2. Finding it impractical to continue with as you all noticees were not paying heed to the concerns of my client as he remained unpaid for the services performed by him. You all noticees kept on minting money from the hard work of your employees like my client being one of such person and you all noticees remained defiant and delinquent towards your contractual obligations to pay to the employees who had been working for you all the noticees.

 6. That my client did his duty diligently, regularly and with utmost punctuality, sincerity, and with full devotion.  
  
7. It is pertinent to mention here that in terms of appointment letter and regular appraisal letters my client has not been paid his dues and hence this legal notice is being served upon to you all the noticees as a ramification apart from other legal measures that my client may opt for to recover pending dues standing to his credit.  
  
8. That on \_\_\_\_\_\_\_ a total amount of RS. \_\_\_\_\_\_\_\_\_\_/-was payable by you all above named noticees but despite \_\_\_\_\_\_\_\_\_\_ being the last working day of my aforesaid client, you the above named noticee did not clear all the dues of my client as committed by you all noticees at the time of, but despite repeated requests made by my aforesaid client you all noticees did not clear the dues standing to the credit of my client and to the debit of you all noticees being amount of RS.\_\_\_\_\_\_\_\_/-outstanding and to be recovered from you all noticees. The break-up of the said amount is as follows:  
  
Salary Arrears for last \_\_ months Rs.\_\_\_\_\_\_\_  
Special Allowances for last \_\_\_ months Rs.\_\_\_\_\_\_\_  
TDS deducted from Salary, not deposited with Income Tax Rs.\_\_\_\_\_\_\_  
Bonus & Arrears Rs.\_\_\_\_\_\_\_  
Gratuity Rs.\_\_\_\_\_\_\_  
PF Deducted from employee but not deposited with PF Department Rs.\_\_\_\_\_\_\_  
Leave Encashment Rs.\_\_\_\_\_\_\_  
  
Total Amount Rs. \_\_\_\_\_\_

9. That my client again and again requested you all above named noticees to clear all his dues but till date nothing is being paid to him which includes the amount under the head of salary, gratuity, epf, leave encashment, appraisals, salary arrears and other heads total of which comes to the tune of RS. \_\_\_\_\_\_\_\_\_\_\_/-(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only), hence you all above noticees are liable to pay the aforesaid amount of RS. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/-(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) to my aforesaid client along with interest @ 18% per annum w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_ till its realization.  
  
10. That it is pertinent to mention here that my aforesaid client despite his numerous follow-ups on emails to collect all his dues but all the staff including you the Noticee No. \_ to \_ never bothered to listen to his grievance. It is further pertinent to mention here that my client again and again requested you the above named Noticee No. \_ to \_ to clear all his dues and despite promises you all above named noticees failed to clear all dues of my aforesaid client.  
  
11. That despite your assurance, no payment has been made by you to my client till date.  
  
12. That the said act of illegally withholding the above mentioned amount of RS. \_\_\_\_\_\_\_\_\_\_\_\_/-(\_\_\_\_\_\_\_\_\_\_\_\_ only) of my aforesaid client had not only caused the mental pain and agony to my client but also caused a grave financial loss to him.  
  
  
Now by virtue of the present legal notice, you are hereby called upon to pay to my client a sum of RS. \_\_\_\_\_/- (\_\_\_\_\_\_\_\_\_\_ only) plus interest computed at the rate of 18% per annum from \_\_\_\_\_\_\_\_\_\_ till its final payment plus Rs. \_\_\_\_\_\_\_\_\_/- towards the cost of the present Legal Notice within 15 days of the receipt of the notice, failing which I have been clearly instructed by my aforesaid client to initiate Criminal, Civil and also under provisions of The Companies Act, 2013 for winding up of Noticee No. 1 proceedings before the competent court of law against you solely at your costs /risks/consequences without any further communication to you.  
  
A copy of this Notice is kept intact in my office for record and further necessary action and you are also advised to keep the copy of the same as safe as you would be asked to produce in the court.  
  
Thanking you,  
  
  
Advocate  
ENR NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marriage Divorce Legal Notice Format

*.*

Ref No.\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_

LEGAL NOTICE  
To,

\_\_\_\_\_\_\_ S/o Shri \_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sir,

Under instruction from and on behalf of my client Smt. \_\_\_\_\_\_\_\_\_ daughter of Shri \_\_\_\_\_\_\_\_\_\_, resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I do hereby serve you with the following notice, the contents of which are set forth herein below :-  
1- That you were married with my client about \_\_\_\_\_\_ years ago at \_\_\_\_\_\_\_\_\_\_\_\_\_, according to Hindu rites and ceremonies in the presence of friends, relatives and family members of both the parties.

2- That after the marriage you and my client lived together as husband and wife and cohabited with each other at \_\_\_\_\_\_\_\_\_\_\_ and . Out of the said wedlock of my said client and you one son named \_\_\_\_\_ aged \_\_ years, \_\_\_\_\_ daughter aged \_\_ years were born.

3- That at the time of solemnization of this marriage the parents of my client had given sufficient dowry articles to you. At the time of marriage you were involved in unsocial activities. You used to consume wine daily and were also involved in gambling. You started adopting cruelties mentally as well as physical upon my client and whenever my client tried to mend your ways then you and your mother mercilessly beat my client.

4- That your attitude towards my client was very rude and indifferent from the very beginning and my client always fulfilled your illegal demands time to time. Your mother always taunted my client and said if she was interested to live in the matrimonial house then she would have to bear all the atrocities and cruelties.

5- That my client was of the opinion that after the birth of children you will improve your acts and behaviour and would leave your bad habits but you did not do so and you and your mother always abused, insulted, maltreated and misbehaved my client. Your mother refused turned out my client time to time from her matrimonial house.

6- That on \_\_\_\_\_\_\_\_\_\_\_\_\_ you turned out my said client from her matrimonial house in three wearing clothes. You kept the children of my said client in our custody. Since the month of \_\_\_\_\_\_\_\_\_\_\_\_ you and your above said mother are black mailing my client and her family members. You and your family members threatened to my client and her family members threatening my client for dire consequences according and as per directions of mother. You have refused to return the entire dowry articles and jewelaries of my said client. You have deserted my said client and hence my said client is not interested to live in your client. My client is also not interest to take the custody of the minor children from you. It my client would join your company then you would cause her death hence my client wants to dissolve her marriage immediately

I, therefore, call upon you through this legal notice to execute the Divorce Deed and papers etc. dissolving this marriage immediately within a period of 15 days from the date of receipt of this legal notice, failing which my client shall constrained to file appropriate proceedings against you in the court of law and in that event you shall be responsible for all costs, risks and responsibilities which you please note well.

A copy of this legal notice is retained in my office for record and further necessary action.

\_\_\_\_\_\_\_\_\_\_\_\_, Advocate, \_\_\_\_\_\_\_\_\_.

**NOTICE ASKING OTHER PARTY FOR**

**APPOINTING ARBITRATOR**

Registered A/D   
  
To, \_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Sub.: \_\_\_\_\_\_\_\_\_\_\_\_   
  
Dear Madam/Sir,   
  
Per instructions and on behalf of my clients, (give details, individual/firm/company/HUF etc. name, address) I hereby serve on you the following notice:   
  
That per clause \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the contract executed into between you and my client on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in case of any controversies or differences dis-agreements to the terms of the agreement, which was to be referred to arbitration.   
  
That my client pursuant said clause appointed Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, R/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as arbitrator per himself in settling by arbitration controversies and differences as pending between you and him.   
  
That you are requested to appoint within seven days of receipt of this notice, an arbitrator per active your behalf in the matter of the said controversies and differences otherwise my client shall presume that you consent in having Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as sole arbitrator in settling the controversies and differences.   
  
Kindly take notice.   
  
Copy of this reply is retained in our records for further action if needed.   
  
Yours faithfully,   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Advocate

**NOTICE ASKING OTHER PARTY**

**FOR APPOINTING ARBITRATOR**

Registered A/D

To, \_\_\_\_\_\_\_\_\_\_\_\_\_

Sub.: \_\_\_\_\_\_\_\_\_\_\_\_

Dear Madam/Sir,   
  
Per instructions and on behalf of my clients, (give details, individual/firm/company/HUF etc. name, address) I hereby serve on you the following notice:   
  
That per clause --- of the contract executed into between you and my client on \_\_\_\_\_\_\_\_\_\_, in case of any controversies or differences dis-agreements to the terms of the agreement, which was to be referred to arbitration.   
  
That my client pursuant said clause appointed Mr…………………………. Resi…………………………………………………………………………………………, as arbitrator per himself in settling by arbitration controversies and differences as pending between you and him.   
  
That you are requested to appoint within seven days of receipt of this notice, an arbitrator per active your behalf in the matter of the said controversies and differences otherwise my client shall presume that you consent in having Mr………………………………………………………as sole arbitrator in settling the controversies and differences.   
  
Kindly take notice.   
  
Copy of this reply is retained in our records for further action if needed.   
  
Yours faithfully,   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Advocate

**NOTICE BY AN EMPLOYEE FOR CLAIMING DAMAGES FOR A WRONGFUL DISMISSAL**

Registered A/D   
  
To   
  
The \_\_\_\_\_\_\_\_\_\_\_   
  
Sub: \_\_\_\_\_\_\_\_\_\_\_   
  
Dear Madam/Sir, Per instructions and on behalf of my client, (give details name, address etc.) I hereby serve upon you the following notice:   
  
My client was employed as Software Consultant for 3 years per contract of employment dated \_\_\_\_. In the said covenant you had stated on his design a particular program as per your requirements, you would give him a raise and also send him abroad.   
  
My client developed a needs suiting your requirements. Subsequently when he requested for a raise, you did not entertain the same. You also denied for sending my client abroad per covenant and terms of employment. Yours management, on theses uses terminated my client ex-party leading to wrongful dismissal and according to said order being relieved of his duties on the \_\_\_ day of \_\_\_. The dismissal of my client contravened the terms of above stated contract. Per instruction I request you either to reinstate my aforesaid client in service by paying his salary for the date of his wrongful dismissal to the date of reinstatement or pay him Rs.\_\_\_ as damages for wrongful dismissal.   
  
Also take notice that none compliance of this notice by one month from the receipt of this notice, proper legal action will be taken against you at your risk/ cost. This is without prejudice to all other legal rights and remedies to our client for above-stated purpose cause.   
  
Kindly take notice.   
  
Copy of this notice is retained in our records for further action if required.   
  
Yours faithfully,   
  
Advocate

**NOTICE BY ASSIGNOR OF LEGACY**

To   
…………………………………………………………………………. the executor of the will of ………………………………………... late of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ deceased. I, the undersigned, hereby give you notice that by an instrument in writing dated the \_\_\_\_\_\_\_\_\_\_\_\_ the legacy or sum of Rs \_\_\_\_\_\_\_\_\_\_\_ bequeathed to me by the will of ………………….. ………... was assigned by me absolutely to …………………………….. etc. and I hereby request you to pay the sum to the said …………………………... as and when the same shall become payable together with such interest (if any) as may become accrued at the date of payment.   
  
Dated the \_\_\_\_\_\_

(Signature of the Assignor)

**NOTICE BY LANDLORD FORFEITING**

**TENANCY (BREACH OF AGREMENT)**

I HEREBY GIVE YOU NOTICE that as you have broken an express condition of the lease, dated \_\_\_\_\_\_\_\_\_, subsisting between me and you, insofar as you have (state the breach or breaches) and the aforesaid lease provides that on breach thereof the lessor may re-enter, I, therefore, hereby determine your lease forthwith AND call upon you to surrender possession of the property in your possession under the said lease.   
  
DATED this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 20 \_\_\_\_\_\_\_\_\_   
  
To \_\_\_\_\_\_\_\_

Sd. .   
  
\_\_\_\_\_\_\_\_ Landlord.

**NOTICE BY MORTGAGEE TO EXERCISE POWER OF SALE OF PROPERTY MORTGAGED**

Registered A/D

To,\_\_\_(Mortgagor) Dated: \_\_\_\_  
  
Sub. \_\_\_\_\_\_\_\_\_\_\_\_

Dear Madam/Sir,   
  
I, the undersigned hereby give you notice as follows:   
  
I, hereby demand you immediate payment of the sum of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ due to me under a mortgage deed dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_, executed by you with interest payable according to the term of the said mortgage deed.   
  
In default of your paying the said amount for a period of three calendar months from the service hereof I intend to sell the said mortgaged property or such portion thereof as I may think fit in pursuance of the power of sale conferred upon me by the said deed of mortgage.   
  
Kindly take notice.   
  
Copy of this notice is retained with me for further action if required.   
  
Yours faithfully,   
  
Sd/-   
  
Landlord.

|  |  |  |
| --- | --- | --- |
| **NOTICE BY MORTGAGOR TO TENANT INTIMATING HIM, THE FACT OF THE PROPERTY MORTGAGED**  Registered A/D   To,\_\_\_\_  Dated:\_\_\_\_\_\_\_\_\_   Sub. \_\_\_\_\_\_\_\_   Dear Madam/Sir,   I, the undersigned hereby give you notice as follows:   That I have mortgaged to  Mr. ……………………………….  S/o…………………………….  Resi,…………………………….  the house situate at \_\_\_\_  , which you hold on lease from me. I hereby authorize and request you to forthwith become tenant of the said Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, during the continuance of the mortgage. I further authorize and request you to pay to the said  Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, his successors, executors, administrators or assigns all such rent as now is or hereafter shall be payable from you concerning the said house and for so doing this shall be to you aenough warrant and authority.   Kindly take notice.   Copy of this notice is retained with me for further action if needs.  Yours faithfully,   Sd/- | |  | | --- | |  | |

|  |
| --- |
|  |

**NOTICE BY PARTNER TO RETIRE**

I hereby give you notice under Clause \_\_\_\_\_\_\_\_\_\_ of our Partnership Articles dated the \_\_\_\_\_\_\_\_\_\_of my intention to retire from the partnership as from and immediately after the \_\_\_\_\_\_\_\_\_ next being the end of the current year of partnership (or, on the\_\_\_\_\_\_\_ next).

**NOTICE BY SELLOR IN COMPLETING A PURCHASE**

Via Registered A/D   
  
To, \_\_\_\_   
  
Dated: \_\_\_\_\_\_\_\_\_   
  
Sub. \_\_\_\_\_\_\_\_   
  
Dear Madam/Sir,   
  
I, ……………………………………….

S/o …………………………….

RESI……………………………..

I hereby give you notice as follows:   
  
That by an agreement dated \_\_\_\_\_\_\_\_ and registered on the \_\_\_\_\_\_\_\_\_\_\_ you had contracted to purchase property bearing No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 1st floor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address).   
  
That I am willing and wish to execute a sale deed in your favour or as you may direct of the property in according to the said covenant   
  
That I hereby ask you for tendering such sale deed for executing and paying the balance of the price in according to the terms of the said covenant.   
  
Non-compliance of notice by you within \_\_\_\_\_\_\_\_ days from the date hereof I shall forfeit the deposit of Rs.\_\_\_ paid by you as earnest money. Please also note that in such an event, the agreement-dated \_\_\_\_\_\_, concerning the property shall also be terminated. In future, you shall not be entitled to any claim concerning to either the property or the agreement.   
  
Kindly take notice.   
  
Copy of this notice is retained with me for further action if required.   
  
Yours faithfully,   
  
Sd/-

**NOTICE BY TENANT TO LANDLORD FOR REPAIR**

I…………………………………………………………….in pursuance of the covenant contained in the lease,

dated \_\_\_\_\_\_\_\_, between us hereby give you notice and require you within \_\_\_\_\_\_\_\_ days from the date hereof to carry out the annual repairs and white and colour washing of the premises in my occupation as your tenant and also to check up the electric wiring as mentioned and contracted in Clause 7 of the said lease.   
  
Dated this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 20 \_\_\_\_\_\_\_\_   
  
To:   
  
Sd. ………………..,   
  
……………………………….  
  
Tenant.

|  |  |  |
| --- | --- | --- |
| **NOTICE CLAIMING DAMAGES FOR DEFAMATING**  Registered A/D   To   The Editor & Publisher of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the newspaper)   Sub: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Dear Madam/Sir,   Per instructions and on behalf of my client, I serving you the following notice:   An article published in your paper of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date concerning the corrupt practices followed by my clients in their nursing home (copy of the article enclosed).   My client by this highly defamatory remarks has suffered deep set back in his reputation , Thus suffering a loss his in his practice. on his instruction for my client in demand from you, a sum of Rs.\_\_\_\_ \_\_\_\_\_\_ as damages /an unqualified apology to be published in your esteemed newspaper within \_\_\_\_\_ days from the receipt of this notice.   Also take notice that on none compliance with this notice, proper legal action will be taken against you at your risk and cost.   This is without prejudice to all other legal rights /remedies available our client for the above-stated cause.   Kindly take notice.   Copy of this notice is retained in my records for further action if required.   Yours faithfully,   Advocate | |  | | --- | |  | |

|  |
| --- |
|  |

**NOTICE FOR APPOINTING ARBITRATOR PER ARBITRATION CLAUSE**

Registered A/D

To, \_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Sub.: \_\_\_\_\_\_\_\_\_\_\_\_   
  
Dear Madam/Sir,   
  
We, M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ entered into an agreement on the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_.   
  
Per clause \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in case of any controversies dis-agreement, or between us. Which must be referred to arbitrator? Some differences have emerged between us per arbitration clause bearing in the agreement. We intend to settled same to arbitration.   
  
Now, hence, per said enactments we jointly nominate and appoint you as sole arbitrator in determine all matters and differences between us we hereby ask you for acting such as arbitrator.   
  
Kindly take notice of the same.   
  
Sd/-

**NOTICE FOR ARBITRATORS TO**

**APPOINTING AN UMPIRE**

To,   
  
Date:\_\_\_\_\_\_\_\_   
  
Sh. \_\_\_\_\_, R/o \_\_\_\_\_   
  
AND   
  
Sh. \_\_\_\_\_\_, R/o\_\_\_\_\_\_   
  
Dear Sirs,   
  
Kindly refer to writing agreement dated the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by which both of you were appointed arbitrators to adjudged the differences between Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, S/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and myself. per the said agreement you were required to appoint an umpire for the of the said arbitration;   
  
Now, I hereby ask you, by agreement, in appointing an umpire as stated above within fifteen days after the receipt of this notice. Kindly take notice that in default of such appointment I shall make an application to the court for appointment of the said umpire.   
  
Kindly take notice.   
Copy of this reply is retained with me.   
  
Yours faithfully,   
  
Sd/-

|  |  |  |
| --- | --- | --- |
| **NOTICE FOR PAYMENT OF MORTGAGE DEBT**  To:    …………………………………………………..   Dated:\_\_\_\_\_\_\_\_   Dear Sir,   You are hereby referred to Clause 5 of the agreement of mortgage executed by you in my favour which reads: On failure to pay the interest due for any quarter, the mortgagee may, at his option enforce payment of the entire balance then due.   Please take notice that you have made default in paying the interest for the quarter ending with \_\_\_\_\_\_\_\_ and if the said interest, with such other interest as may be due for the current quarter is not paid within a week of the receipt of this notice I shall take steps for the enforcement of the payment of the balance due which on date amounts to the sum  Rs \_\_\_\_\_\_\_  I may warn you that in the event of my filing a suit you shall be further burdened with all costs which I may have to incur.   Yours faithfully,  Sd………………….. | |  | | --- | |  | |

**NOTICE FOR REMOVING A NUISANCE**

Registered A.D.   
  
To,   
  
Sh. \_\_\_\_\_\_\_\_   
  
Dear Sir/Madam,   
  
As Per instructions and authority from our client M/s. \_\_\_\_\_\_\_ having their office at \_\_\_\_\_\_\_, we serve on you the following notice.   
  
1. Vide a deed of lease executed with M/s \_\_\_\_\_\_ as owners of the property. A right has been granted my client shares a common passage with you.   
  
2. That per said deed the passage shall be common and none of lessee shall install any equipment in the passage.   
  
3. That you violation the terms of the lease deed installed an air-conditioner in the passage, leading to inconvenience to us   
  
4. You are requested for removing the nuisance /obstruction stated above. notice his served on his you that none compliance in so doing by 15 days from the service of this notice, my client shall take such actions as advised for securing abatement, removal and discontinuance of such nuisance and obstruction and to recovering such damages as sustained by him by reason of the said nuisance and obstruction.   
  
This is without prejudice to all other legal rights and remedies available to our client for the above-stated purpose.   
  
Kindly take notice.   
  
Copy of this notice is retained in our records for further action if required.   
  
Yours faithfully,

Advocate

**NOTICE OF ASSIGNMENT OF BOND**

To   
  
……………………………………………….. (Debtor)   
  
Notice is hereby given to you that …………………………... etc. has by an instrument in writing dated the \_\_\_\_\_\_\_\_\_absolutely assigned to ………………………………... the bond dated the \_\_\_\_\_\_\_\_\_executed by you in the said ………………………………. favour and the debt due to him there under with interest already accrued and hereafter to accrue thereon, (or, the decree obtained by the said ………………………... against you from the Court of the Civil Judge at \_\_\_\_\_\_\_\_\_being Decree No\_\_\_\_\_\_\_\_\_dated \_\_\_\_\_\_\_\_\_), (or, the benefit of the contract of sale of 200 bars of silver made by you in favour of the said …………………………………. on the \_\_\_\_\_\_\_\_\_to be delivered on the \_\_\_\_\_\_\_\_\_at the rate of \_\_\_\_\_\_\_\_\_).

Sd.

(Assignor)

**NOTICE OF ASSIGNMENT OF DEBT BY ASSIGNEE**

To,   
  
Mr. \_\_\_\_, (Debtor)   
  
Address………………………………………  
  
I, the undersigned hereby give you notice that by an instrument in writing dated the \_\_\_\_, executed in my favour, Mr………………………..

S/o……………………………….

RESI……………………………….

has assigned to me the debt due to him from you under the bond executed by you in his favour with interest already accrued and to be accrued on the said amount.   
  
Now the said Debt of this instrument is to be paid to me according to the conditions of this instrument.   
  
Date:

Signature

**NOTICE OF ASSIGNMENT OF POLICY TO**

**THE INSURANCE COMPANY**

Name of the Insurance Company   
  
Address   
  
Dear Sir,   
  
Please refer to policy of life insurance dated \_\_\_\_\_, effected by

Mr. ………………………………………

S/o…………………………………

RESI…………………………….

with your corporation for the sum of Rs…………... Bearing No.\_\_\_\_\_\_\_\_\_\_\_. I wish to bring to your notice that by a deed of assignment dated \_\_\_\_\_, executed in my favour by the said Mr.\_\_\_\_, all moneys assured by or to become payable under the said policy has been assigned to me. I therefore request you to note the same in your books and to acknowledge receipt of the notice.

Sd/-

**NOTICE OF CHANGE OF NAME**

(For insertion in a newspaper)

I, the undersigned ………………………….., formerly known as ……………………. of \_\_\_\_\_\_\_\_\_ do hereby give notice that by a deed poll dated \_\_\_\_\_\_\_\_\_, and registered at the Sub-Registry Office of \_\_\_\_\_\_\_\_\_, as No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in Book \_\_\_\_\_\_\_\_\_ , Vol\_\_\_\_\_\_\_\_\_, on pages \_\_\_\_\_\_\_\_\_,

I have assumed and taken the name of …………………….\_\_\_\_\_\_\_\_.. in lieu of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

my previous name and that I shall henceforth use the

name of ……………….   
  
Dated \_\_\_\_\_\_\_\_\_

Sd. …………………………..

**NOTICE OF DEMAND BY CREDITOR**

**(THROUGH ADVOCATE)**

Under instruction from AA. etc. I hereby require you to pay to him the sum of Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ borrowed by your deceased father BB. from the said AA. on a promissory note (bond) dated the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ together with all interest due in respect thereof on the date of payment AND I hereby give you notice that if you make default in doing so for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days after the receipt of this notice I have instructions to file a suit for recovery of the amount due to the said AA. as aforesaid in a competent court of law.   
  
Sd \_\_\_\_\_\_\_\_\_\_\_ Sd. AA.

**NOTICE OF DEMAND OF MOR1TGAGE MONEY**

Registered A/D

To, \_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Dated: \_\_\_\_\_\_\_\_   
  
Sub. \_\_\_\_\_\_\_\_\_\_\_\_   
  
Dear Madam/Sir,   
  
I hereby demand you immediate payment of the sum of Rs.\_\_\_\_\_\_\_\_\_\_\_ due to me under a mortgage deed dated \_\_\_\_\_\_\_\_\_\_\_\_, executed between me and you, with interest payable according to the term of the said mortgage deed.   
  
This is without prejudice to my other legal rights and remedies for the above-stated purpose.   
  
Kindly take notice.   
  
Copy of this notice is retained with me for further action if required.   
  
Yours faithfully,   
  
Sd/- Sd. AA.

**NOTICE OF DEMAND ON BEHALF OF A CREDITOR**

Registered A/D

To,   
  
Dated:\_\_\_\_\_\_\_\_\_\_   
  
Sub: \_\_\_\_\_\_\_\_\_\_   
  
Dear Madam/Sir,   
  
As Per instructions and behalf my clients, (give details, name, address) I hereby serve upon you the following notice:   
  
That vide a promissory note dated \_\_\_, you had borrowed from my client an amount of Rs. \_\_\_,

which is to be paid up to dated ………   
  
That since date to payment has already expired and no payment is made by you under the said promissory note.   
  
You are therefore requested to make the payment of the said amount within \_\_\_\_ days of receipt of this notice, failing which my client shall be constrained to file a suit for recovery in a competent court of law.   
  
Kindly take notice.   
  
Copy of this notice is retained in our records for further action if required.   
  
Yours faithfully,

Signature .

**NOTICE OF DISSOLVING PARTNERSHIP**

Notice is hereby given to all concerned that from the date hereof the partnership subsisting between

Mr…………………………..

S/o…………………

Resi…………………………..

Mr …………………………….

S/o\_..................................

Resi…………………………….

AND

Mr …………………………….

S/o……………………………………..

Resi………………………………..

carrying on business of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

under the name of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is dissolved by mutual understanding of the parties. The partners shall not be responsible for any acts, deeds, debts or liabilities of the Firm from the date of this notice as the Firm has been ended effective from the date of this notice.   
  
Sd/-   
  
(By all Partners)

Note: This Notice to be published in the official Gazette of the State where ordinarily place of business of partnership firm is situated. This Notice is also to be published in a local newspaper.

Sd. ……………...

**NOTICE OF EXTRA-APPOINTMENT**

**OF DIRECTOR RELATIVE**

NOTICE OF EXTRA-ORDINARY GENERAL MEETING

NOTICE is hereby given that the Extraordinary General Meeting of the Company will be held at the registered office of the company

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

the \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_ a.m./p.m.

To consider and, if thought fit, to pass with or without modification the following resolution   
  
As a Special Resolution

"RESOLVED THAT subject to the approval of the Central Government pursuant to provisions of section 314(1B) of the Companies Act, 1956, the consent of the Company be and is hereby accorded to the Board of Directors to appoint Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ holding office of profit under the company he being a relative of the Whole-time Director, Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of the Company, for a period of \_\_\_\_ years with effect from \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_, pursuant to he terms and conditions including relating to the remuneration as contained in an agreement between the company of the one part and the said Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the other part, a copy whereof initialed by the Chairman was placed before this meeting".   
  
By order of the Board

Secretary   
  
Dated the \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_\_\_\_

NOTES: 1. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself and proxy need not be a member of the Company.   
  
2. The relative Explanatory Statement, pursuant to section 173(2) of the Companies Act, 1956, in respect of the special business set out above is annexed hereto.

Explanatory Statement pursuant to section 173(2) of the Act .

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who has been selected by your Board of Directors to hold the position of Commercial Manager of the company inter alia at a salary in the grade of Rs.\_\_\_\_\_\_\_\_ is a relative of Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is a Director on the Board of your company, sub-section (1B) of section 314 of the Companies Act, 1956, provides that no relative, etc., of the should hold a place of profit except with the prior consent of the company by Special Resolution and also the approval of the Central Government.

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who happens to be a relative of your Directors, is a qualified person having a very vast experience of 20 years in the similar kind of Industry behind him.   
  
A draft of an agreement proposed to be entered into with Mr. \_\_\_\_\_\_\_\_\_ has been kept for the inspection of the members between \_\_\_\_ a.m. to \_\_\_ p.m. during the working days of the company.   
  
None of the Directors, except Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_, is directly or indirectly interested in the aforesaid resolution and recommends your acceptance thereof in the interest of the company.

**NOTICE OF EXTRA-ORDINARY GENERAL MEETING ALTERATION OF ARTICLES**

NOTICE is hereby given that the Extraordinary General Meeting of the Company will be held at the registered office of the company at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_ at \_\_\_\_ a.m./p.m.

To consider and, if thought fit, to pass with or without modification the following resolution as a:   
  
Special Resolution

"RESOLVED THAT pursuant to Section 31 of the Companies Act, 1956, Article \_\_\_\_\_\_\_\_\_ and Article \_\_\_\_\_\_ of the Articles of Association of the Company be and is hereby altered in the following manner:   
  
Article\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Substitute the word "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" by the word "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" in \_\_\_\_\_\_\_\_\_line and Substitute the word "\_\_\_\_\_\_\_\_\_\_\_\_\_\_" by the word "\_\_\_\_\_\_\_\_\_\_\_\_\_" in line \_\_\_\_\_\_\_\_.   
  
Article\_\_\_   
  
This Article should now be read as:

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."   
By order of the Board

Secretary/Director   
Dated the \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_

NOTES: 1. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself and proxy need not be a member of the Company.   
  
2. The relative Explanatory Statement, pursuant to section 173(2) of the Companies Act, 1956, in respect of the special business set out above is annexed hereto.

ANNEXURE TO NOTICE:

EXPLANATORY STATEMENT PURSUANT TO SECTION 173(2) OF THE ACT

Item No. 1

The Present Article\_\_\_ of the Articles of Association of the Company lays down a limit of \_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Board feels that considering the current operations of the Company, this limit should now be raised to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hence the proposed alteration.   
  
Similarly, the present Article \_\_\_ of the Articles of Association of the Company does not provide for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Therefore, it is considered necessary to suitably change the said Article to provide for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hence the proposed alteration.

The Board of Directors recommends passing of the special resolution as contained in item No. 1 of the notice.   
  
None of the Directors are in any way interested orconcerned in the resolution.

**NOTICE OF EXTRA-ORDINARY GENERAL MEETING ALTERATION OF MAIN OBJECTS**

NOTICE is hereby given that the Extraordinary General Meeting of the Company will be held at the registered office of the company at \_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_, 20\_\_ at \_\_\_\_ a.m./p.m.   
  
To consider and, if thought fit, to pass with or without modification the following resolution as:   
  
Special Resolution   
  
"RESOLVED THAT pursuant to the provisions of Section 17 and other applicable provisions, if any, of the Companies Act, 1956, Clause III (A) of the Memorandum of Association of the Company be and is hereby altered by substituting the existing sub clauses \_\_\_\_\_\_\_\_\_\_\_\_ with the following:   
  
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
RESOLVED FURTHER THAT Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director/Secretary of the Company be and is hereby authorized to take all necessary steps to give effect to the said resolution."   
  
By order of the Board   
  
Secretary/Director   
  
Dated the \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_   
  
NOTES: 1. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself and proxy need not be a member of the Company.   
  
2. The relative Explanatory Statement, pursuant to section 173(2) of the Companies Act, 1956, in respect of the special business set out above is annexed hereto.   
  
ANNEXURE TO NOTICE:   
  
EXPLANATORY STATEMENT PURSUANT TO SECTION 173(2) OF THE ACT   
  
Item No. 1   
  
The main objects of the Company are confined to the business of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Company is facing difficulties in carrying out the business as specified in the Main object clause of the Memorandum of Association of the Company profitably. The Board is of the view that the business proposed to be undertaken by the Company as specified in new substituted sub-clause 1 & 2 can be carried out more efficiently and economically by the Company which has the resources required to undertake the proposed new objects.   
  
The Board of Directors recommends passing of the special resolution as contained in item No. 1 of the notice.   
  
None of the Directors are in any way interested or concerned in the resolution.

**NOTICE OF NON-FULFILLMENT OF A CONDITION AS BREACH OF WARRANTY**

Registered A/D

Dated:\_\_\_\_\_\_\_\_\_   
  
To,\_\_\_\_\_\_\_\_\_\_\_   
  
  
Sub.: \_\_\_\_\_\_\_\_\_\_

Dear Madam/Sir,   
  
Under the instructions per on behalf of my clients,………………

(give details, individual/firm/company/HUF etc.

name, address) in reply to your notice dated \_\_\_\_\_,

I hereby serve upon you the following notice:   
  
That as per clause --- of the contract entered into between you and my client on \_\_\_\_\_, relating to Supply of Goods you were supposed to do the following:   
  
(Please Provide Details)   
  
I hereby give you notice that the condition as above stated has not been fulfilled. My client has, however, elected in accepting goods and treating the breach of condition as a breach of warranty only. By reason of such breach of warranty my client has sustained damages to the extent of Rs. ……………………………. which is to be recovered from you. You are therefore requested to make the payment of the amount within \_\_\_\_ days failing which my client shall be constrained to take appropriate sections.   
  
Kindly take notice.   
  
Copy of this notice is retained in our records for further action if needed.

Yours faithfully,

Sd. AA.

**NOTICE OF SALE OF PLEDGED ARTICLES**

Date\_\_\_\_\_   
  
To,   
  
Mr………………………………………………….(pledgee).   
  
Address ……………………………………..  
  
Whereas you borrowed Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on Dated \_\_\_\_\_ from me on pledge of the articles (Mentions details of articles) and whereas per account Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_ are now due to me from you on account of the balance the said debt /interest.   
  
I hereby demand the said amount from you and give you notice that in case you fail to make the payment by dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the pledged articles shall be sold by public auction for getting my dues.   
  
Please take notice   
  
Signature Sd. AA.

**NOTICE SIMPLE REPLY**

Advocate   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Ref:

Dated: \_\_\_\_\_   
  
To:   
  
Legal Notice   
  
Sir,   
  
Kindly refer to Notice dated \_\_\_\_\_\_\_ issued by you on behalf of your client \_\_\_\_\_\_\_. I have instructions from my client,

Sh……………………………………………………………………….…..

to reply to your above notice in the following terms:-   
  
1. That your client has not given you a correct picture of facts and circumstances of the case.

The facts are \_\_\_\_\_\_\_   
  
2. Now, kindly advise your client to refrain from such like activities and in case he continues with the same, my client has imparted me further instructions to initiate appropriate legal actions against your client which shall be at the cost and risk of your client. Kindly note that cc is retained.   
  
Yours sincerely,   
  
\_\_\_\_\_ Advocate

Sd. AA.

**NOTICE SIMPLE**

Advocate   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Ref:

Dated: \_\_\_\_\_\_   
  
To:   
  
Legal Notice   
  
Sir,   
  
Under instructions from my client,

Mr………………………………..

Resi……………………………..

I am serving you with the following legal notice in unequivocal terms:-   
  
1. That my client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
2. Now please take notice that \_\_\_\_\_ within 7 days on receipt of this notice, failing which my client will be constrained to initiate appropriate legal action against you at your risk and expense. Kindly note that cc is retained.   
  
Yours sincerely,   
  
\_\_\_\_\_\_, Advocate

Sd. AA.

**NOTICE TO RAILWAY FOR COMPENSATION FOR NON-DELIVERY OR SHORT DELIVERY(SECTION 78-B)**

Notice on behalf of

………………………………………………..

address………………………………

under Section 78-B, Indian Railways Act, for compensation for loss etc\_\_\_\_\_\_\_\_\_\_. .to the General

Manager, \_\_\_\_\_\_\_\_\_\_. Railway, \_\_\_\_\_\_\_   
  
Sir,   
  
I despatched a consignment consisting of \_\_\_\_\_\_\_\_\_\_. From \_\_\_\_\_\_\_ station to \_\_\_\_\_\_\_\_station both

on \_\_\_\_\_\_\_\_Railway or the former being on \_\_\_\_\_\_\_\_\_\_Railway and the latter being on

\_\_\_\_\_\_\_\_Railway, in my name as a consignor and consignee on \_\_\_\_\_\_\_\_\_\_. by means of R. R. No\_\_\_\_\_\_\_\_\_\_. .dated \_\_\_\_\_\_\_\_   
  
The said consignment should in the ordinary course have reached the destination within \_\_\_\_\_\_\_\_\_\_. days but the consignment remained undelivered/or it was short delivered by \_\_\_\_\_\_\_\_\_\_. even after a lapse of\_\_\_\_\_\_\_\_\_\_ days and according to the endorsement made on the R. R. by the railway authorities at the destination the consignment is not traceable.   
  
That the loss of the consignment or short delivery (as the case may be) is totally due to the misconduct or neglect of the railway administration and I hereby make a claim for compensation for the loss due to non-delivery or short delivery the details of which are being given below. I claim a sum of Rs \_\_\_\_\_\_\_\_\_\_. as the price and Rs \_\_\_\_\_\_\_\_\_\_. for damages.   
  
NOTE: The Act does not prescribe any particular form of notice under Section 78-B of the Indian Railways Act. That section only requires a demand for compensation to be made. It does not require the money value of the compensation to be given. The giving of such a notice is

obligatory and such a notice must be given within a period of six months of the date when the goods ought to have been delivered. Besides a notice under Section 78-B, Indian Railways Act, a notice

under Section 80, CPC is also necessary to be given

Sd. AA.

**NOTICE TO RAILWAY FOR REFUND/COMPENSATION**

To   
  
The Manager \_\_\_\_\_\_\_\_\_\_   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
I, …………………………………………………

carrying on the business of \_\_\_\_\_\_\_\_\_\_ or by profession \_\_\_\_\_\_\_\_\_\_,

Resi………………………………………………………………………………………………….…..

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereby give you notice of my claim for compensation for loss as required by Section 78-B of the Indian Railways Act.   
  
(1) That I booked a consignment consisting of \_\_\_\_\_\_\_\_. . package from \_\_\_\_\_\_\_\_\_\_, a station on

\_\_\_\_\_\_\_\_\_\_Rly., to \_\_\_\_\_\_\_\_\_\_, a station on \_\_\_\_\_\_\_\_\_\_Rly., on \_\_\_\_\_\_\_\_\_\_under R. R. No \_\_\_\_\_\_\_\_. .

dated \_\_\_\_\_\_\_\_\_\_   
  
(2) That I was the consignor and consignee both under the said R. R. of the said consignment.   
  
(3) That at the time of delivery at \_\_\_\_\_\_\_\_\_\_ station \_\_\_\_\_\_\_\_ packages were not delivered at all while \_\_\_\_\_\_\_\_\_\_ packages had been badly damaged which caused loss to me.   
  
(4) That I hereby make a claim for compensation for loss due to short delivery/non-delivery of \_\_\_\_\_\_\_\_\_\_ packages and for damage to \_\_\_\_\_\_\_\_\_\_packages.   
  
I claim a sum of Rs \_\_\_\_\_\_\_\_\_\_ for the same.   
  
(The notice can also be given by adopting another Form, viz. notice on behalf of AA \_\_\_\_\_\_\_\_\_\_under Section 78-B, Railways Act for compensation for loss \_\_\_\_\_\_\_\_\_\_   
  
If it is intended to adopt the above Form, necessary changes in Paras 1 to 4 should be incorporated.)   
  
(J) Sale of Land

Sd. AA

**NOTICE TO TENANT OF SALE OF PREMISES**

I HEREBY GIVE YOU NOTICE that I have this day sold my house No.

………………………………….. situate at \_\_\_\_\_\_\_\_\_ Road in the city of

\_\_\_\_\_\_\_\_\_, a portion of which is occupied by you on a monthly

tenancy at the rate of Rs \_\_\_\_\_\_\_\_ p.m.   
  
As from this day you are tenant on the same conditions of tenancy as existed between you and me of

Shri \_\_\_\_\_\_\_\_\_

S/O……………………………,

Resi…………………………….

who has purchased the said house. All rents hereinafter accruing due in respect of your said tenancy shall be payable to the aforesaid purchaser.   
  
DATED this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_   
  
To \_\_\_\_\_\_\_\_\_   
  
Sd. AA.   
  
\_\_\_\_\_\_\_\_\_   
  
Landlord. Sd. AA.

**NOTICE TO TERMINATE A CONTINUING GUARANTEE GIVEN TO A BANKER**

To, \_\_\_\_(Mortgagor)   
  
Dated: \_\_\_\_\_\_\_   
  
Sub. \_\_\_\_\_\_\_\_   
  
Take notice that I hereby discontinue and revoke the guarantee dated the \_\_\_\_\_\_\_\_\_\_\_\_\_ whereby I guaranteed to you the payment of all moneys then or at any time due to you from

Mr………………………………………………………………………

S/o . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(or in case of a company or a firm

M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having its principal place of business at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) , on the balance of his (or their) account with you and I hereby give you further notice not to make any further advances or payments or on account due to or give further credit to the said

Mr or M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or incur or allow to be incurred any further liability under the said guarantee.

Sd/-   
(Name …………………………………..

Address……………………………….

Landlord.

Sd. .

**NOTICE TO TERMINATE A GUARANTEE**

**GIVEN TO A EMPLOYER**

Registered A/D

Date\_\_\_\_\_   
  
To

………………………………..  
The \_\_\_\_\_(Address)

TERMINATION OF GUARANTEE

Dear Madam/Sir,   
  
Under the instructions and for and behalf of my client,

(Name,

Address of Client)

I hereby serve upon you the following notice:   
  
That vide a guarantee dated \_\_\_\_ my client had endorsed to you the

faithfulness of Mr……………………………………..,

S/o…………………………………………………………….

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.,

as the Finance Controller of your Company at \_\_\_\_\_\_\_\_a

nd indemnified you for any loss or damage sustained by you by

reasons of misappropriation or any other wrongful act of Mr. \_\_\_\_

as Finance Controller of your Company, in the course of his employment up to Rs \_\_\_\_\_\_\_\_.  
  
Please take notice that my client now wishes to terminate and cancel the said guarantee Please note that from the date of this notice my client shall not be responsible and liable for any such loss or damage sustained by you owing to the conduct of said Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as Finance Controller of your Company.   
  
Kindly take notice.   
  
Copy of this notice is retained in our records for further action if needed.   
  
Yours faithfully,

Advocate

Sd. ……………………..

**NOTICE TO TERMINATE A GUARANTEE**

**GIVEN TO A EMPLOYER**

Registered A/D

Date\_\_\_\_\_   
  
To   
  
The \_\_\_\_\_(Address)

TERMINATION OF GUARANTEE

Dear Madam/Sir,

Under the instructions and for and behalf of my client, (Name, Address of Client) I hereby serve upon you the following notice:

That vide a guarantee dated \_\_\_\_ my client had endorsed to you the

faithfulness of Mr……………………………………….

S/o

Resi…………………………………………………………….…….,

as the Finance Controller of your Company at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and indemnified you for any loss or damage sustained by you by reasons of misappropriation or any other wrongful act of Mr. \_\_\_\_\_\_\_\_\_\_\_ as Finance Controller of your Company, in the course of his employment up to Rs \_\_\_\_\_\_\_\_\_\_.  
  
Please take notice that my client now wishes to terminate and cancel the said guarantee Please note that from the date of this notice my client shall not be responsible and liable for any such loss or damage sustained by you owing to the conduct of said Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_ as Finance Controller of your Company.   
  
Kindly take notice.

Copy of this notice is retained in our records for further action if needed.

Yours faithfully,

 Advocate

Sd. .

**NOTICE TO TERMINATE A GUARANTEE**

**GIVEN TO A EMPLOYER**

Registered A/D

Date\_\_\_\_\_   
  
To   
  
The \_\_\_\_\_(Address)

TERMINATION OF GUARANTEE

Dear Madam/Sir,   
  
Under the instructions and for and behalf of my client,

Name…………………………

Address of Client………………………..

I hereby serve upon you the following notice:   
  
That vide a guarantee dated \_\_\_\_ my client had endorsed to you the faithfulness of Mr. …………………………

S/o……………………….

Resi…………………………………………..….

as the Finance Controller of your Company at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and indemnified you for any loss or damage sustained by you by reasons of misappropriation or any other wrongful act of Mr. \_\_\_\_\_\_\_\_\_\_ as Finance Controller of your Company, in the course of his employment up to Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
  
Please take notice that my client now wishes to terminate and cancel the said guarantee Please note that from the date of this notice my client shall not be responsible and liable for any such loss or damage sustained by you owing to the conduct of said Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as Finance Controller of your Company.   
  
Kindly take notice.   
  
Copy of this notice is retained in our records for further action if needed.   
  
Yours faithfully,   
  
Advocate

Sd. …………...

**NOTICE TO TERMINATE TENANCY**

Registered A/D

Dated: \_\_\_\_\_\_\_\_\_   
To, \_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Sub.: \_\_\_\_\_\_\_\_\_\_\_\_   
  
Dear Madam/Sir,   
  
I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby serve by notice to quit and deliver up possession of the house in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the city of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which you hold as tenant under a lease dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the end of the month of your tenancy which will expire next after the end of 15 days from the date of the service of this notice).   
  
This is without prejudice to my other legal rights and remedies for the above-stated purpose.   
  
Kindly take notice.   
  
Copy of this notice is retained with me for further action if required.   
  
Yours faithfully,

Sd./-   
  
Note: This notice is subject to the Right of landlord under Transfer of Property Act and Rent Control Laws (which differs from state to state).

Sd. ………………………………..

**NOTICE UNDER SECTION 640B**

NOTICE is hereby given that the Company intends to apply to the Central Government for its approval pursuant to section 268 of the Companies Act, 1956, for the variations/amendments of the terms and conditions in regard to remuneration/perquisites payable to

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Managing Director of the Company, for the period from \_\_\_\_\_\_\_\_, 20\_\_ to \_\_\_\_\_\_\_\_\_\_, 20\_\_. By order of the Board Director/Secretary

Date :

Sd. ……………………………

**PUBLIC NOTICE BY FATHER REPUDIATING**

**THE DEBTS OF SON**

I hereby give Notice that my son ………………………………..………………

address ……………………………………….………………………………………………

who separated from me having no claim or title on my self-acquired properties possessed by me therefore neither myself nor any of the properties possessed by me bear liability for any debts the said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may hereafter contract and any person advancing in money either personally or on the security of said properties shall do so at his/her own risk. I also the declare this notice to be for the information of all concerned.   
  
Sd /-   
  
(Name ………………………………

Resi………………………………..

**PUBLIC NOTICE OF TERMINATION**

**OF AGENT'S AUTHORITY**

Notice is hereby served to all concerned that

Mr. ……………………………………………………………….

Resi…………………………………………………………………

who was in the service of our company (Name of Company and type

of business conducted by it) as................................................ Agent being no longer

associated in that capacity with the our company. It may please be

noted that Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has ceased to be in is no longer in the service

of our company \_\_\_\_\_ day of \_\_\_\_\_\_ and he has no authority

whatever in transacting any business or receiving money or acting in

any way on my behalf. concurred the power of attorney executed on

the \_\_\_\_ day of \_\_\_\_\_ appointing him as our Agent. That the shall

not be responsible as Principal for any action, debt, commitment or

deeds done by the said Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature ………………………….

**PUBLIC NOTICE OF TERMINATION OF AGENT'S AUTHORITY**

Notice is hereby served to all concerned that

Mr. ……………………………………………..…………………..

S/o …………………………………………………………………

Resi………………………………………………………………….

who was in the service of our company

(Name of Company and type of business conducted by it

as \_\_.\_\_\_\_\_\_\_\_\_\_\_ Agent being no longer associated in that capacity with the our company. It may please be noted that

Mr. \_\_\_\_\_\_, has ceased to be in is no longer in the service of our company \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_ and he has no authority whatever in transacting any business or receiving money or acting in any way on my behalf. concurred the power of attorney executed on the \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ appointing him as our Agent. That the shall not be responsible as Principal for any action, debt, commitment or

deeds done by the said Mr………………………………………………..

Signature ……………………...