

Date: -- / -- / ----

To,

The Board of Directors,

----- (Name of Company)

----- (CIN)

----- (Address of Registered Office)

Subject – Reminder for filing e-form DIR-12 for intimating my resignation to ROC.

Dear Sir(s) / Madam(s),

This is in continuation of my resignation letter tendered with the Company on -----
----- (date) which became effective on ----- (date).

That, I had already served the Company with the disclosure of my concern or interest in associations in form MBP-1, according to Section 189(2) of the Companies Act, 2013.

Kindly take note that the requisite statutory period of 30 days under which the e-form DIR-12 should have been filed with ROC have expired but to my surprise my name is still appearing the MCA portal. Also the information relating to my resignation has also not been placed on the website of the Company.

(Copy of MCA Master Data & Snapshot of Website of the Company is enclosed herewith)

That I have filed e-form DIR-11 for intimating my resignation with ROC, hereby humbly request you to file the e-form DIR-12 immediately, failing which I shall be forced to take appropriate action before the applicable statutory authorities.

Kindly reply to this reminder letter.

With Sincere Thanks,

----- (Name)

----- (DIN)

----- (Address)

----- (e-mail id)

Encl: A/A

CC: (All Directors of the Company)