

JAHANGIR TUTORIALS

COMPANY SECRETARY CLASSES

DRAFT

FORMATS

PART – 4

LEGAL NOTICE

Date: [Insert Date]

To,

[Recipient's Full Name]
[Full Address]
[City, State, Pincode]

Subject: Notice in Relation to [Insert Subject – e.g., Breach of Agreement / Wrongful Retention / Non-Payment / Unlawful Acts / etc.]

Sir/Madam,

Under express instructions and authority from my client, **[Client's Full Name]**, son/daughter of **[Father's/Mother's Name]**, residing at **[Client's Address]**, I am directed to issue this legal notice as follows:

1. Background

My client and you have been engaged in [describe nature of relationship briefly – e.g., a commercial arrangement / tenancy / personal transaction], pursuant to which certain rights and obligations were created and are binding upon both parties. These interactions were conducted in good faith and in the normal course of dealings.

2. Cause of Action

It has come to my client's knowledge that on or around **[Insert Date(s)]**, you [briefly describe the grievance or allegation – e.g., committed a breach of agreed terms, failed to discharge a lawful obligation, acted in derogation of established rights, etc.], causing loss, harm, or injury — financially, reputationally, or otherwise — to my client.

Despite repeated verbal and/or written communications requesting remedial action, you have failed to rectify the default or respond in good faith.

3. Legal Implications

Your conduct as stated herein constitutes a violation of your civil and/or statutory obligations and is actionable under prevailing laws, including but not limited to the **Bharatiya Nyaya Sanhita, 2023**, the **Indian Contract Act, 1872**, and any other applicable legislation or equitable principles.

4. Formal Demand

In view of the foregoing, you are hereby called upon to:

[Insert specific demand here — e.g., remit the outstanding sum of ₹_____, vacate the premises, cease and desist from unlawful interference, return wrongfully retained property, etc.]

This must be complied with within **[insert number]** days from the date of receipt of this notice, failing which my client shall be constrained to initiate appropriate legal proceedings — civil and/or criminal — before the competent forum, at your sole risk as to costs, consequences, and liability, including for interest, damages, and legal fees.

5. Reservation of Rights

Nothing contained herein shall be deemed to be an exhaustive recital of facts or a waiver of any rights or remedies available to my client, all of which are hereby expressly reserved.

A copy of this notice is retained in our records for evidentiary and procedural purposes.

Yours faithfully,

[Your Full Name]

Advocate for **[Client's Name]**

[Enrolment Number, if applicable]

[Address]

[Contact Number]

[Email ID]

REPLY TO LEGAL NOTICE

Date: [Insert Date]

To,

[Name of Advocate]

Advocate for [Opposing Party's Name]

[Law Firm/Chambers Name]

[Full Address]

[City, State, Pincode]

Subject: Reply to Legal Notice dated [Insert Date] – Refutation of Allegations

Sir/Madam,

Under the instructions and authority of my client, **[Client's Full Name]**, son/daughter of **[Parent's Name]**, resident of **[Client's Address]**, I am directed to issue this formal reply to your legal notice dated **[Insert Date]**, issued on behalf of your client, **[Opposing Party's Name]**.

At the outset, the contents of your notice are **factually incorrect, legally misconceived, and denied in their entirety**. Your client's claims are **speculative, unsupported by any valid documentation or admissible evidence**, and appear to have been raised solely to cause undue pressure and prejudice to my client.

This reply is issued **without prejudice** to any of the rights and remedies available to my client under law, all of which are **fully and expressly reserved**.

I. Preliminary Response

The claims made by your client are **vague, misleading, and devoid of factual or legal merit**. The allegations appear to be an attempt to **coerce, harass, or unjustly pressure** my client under the threat of legal proceedings.

Further, the notice fails to disclose **any valid or actionable legal cause** against my client.

II. Para-Wise Reply

Para 1:

The statements made in paragraph 1 are **false and specifically denied**. There exists no such relationship or arrangement between your client and my client in the manner alleged.

Para 2:

The contents of paragraph 2 are **denied as misleading and baseless**. No transaction, financial or otherwise, took place as alleged. Any reference to monetary dealings is entirely **fabricated and unsupported**.

Para 3:

It is **denied** that my client made any promise or gave any undertaking as claimed. Your client is put to **strict proof** of such assertions. My client has consistently conducted themselves **in accordance with law** and has not violated any obligation, legal or otherwise.

Para 4:

The reference to any cheque or payment instrument is **denied**. No such instrument was ever issued by my client in discharge of a **legally enforceable debt or liability**. If any such cheque exists, it has been **misused** and is subject to legal recourse by my client.

Para 5:

It is emphatically **denied** that any criminal offence has been committed by my client. The allegations of **wrongful intent or fraud** are not only **legally unsustainable** but also **defamatory and actionable** in themselves.

Remaining Paragraphs:

All other allegations, assertions, and claims made in the remaining paragraphs of your notice are **denied in toto**. My client reserves the right to demand strict proof of every such claim at the appropriate time and forum.

III. Legal Position

Your client is hereby cautioned that any attempt to **pursue unfounded or defamatory claims** or to misuse the legal process shall be viewed seriously. My client reserves the right to initiate appropriate proceedings under applicable laws, including but not limited to the provisions of the **Bharatiya Nyaya Sanhita, 2023**, the **Civil Procedure Code, 1908**, and other relevant statutes.

IV. Demand for Withdrawal

Your client is hereby called upon to **immediately withdraw the said legal notice** and **refrain from taking any further coercive steps** that may prejudice the rights, interests, or reputation of my client. Should your client choose to proceed with legal action based on these baseless allegations, the same shall be **contested vigorously** and **entirely at your client's risk** as to all costs and consequences.

V. Reservation of Rights

This reply is being issued in good faith and shall not be construed as an admission of any fact, liability, or legal obligation. My client's rights to initiate counter-proceedings, seek damages, and pursue all remedies available in law and equity are **fully reserved**.

A copy of this reply is retained for record and further reference.

Yours sincerely,

[Your Full Name]

Advocate for **[Client's Full Name]**

[Chamber Address / Office Address]

[Bar Enrolment No., if applicable]

[Phone Number]

[Email ID]

LEGAL OPINION FORMAT

Date: [Insert Date]

Ref. No.: [Insert Internal Reference Number]

To,

[Client's Name / Entity Name]

[Client's Address]

[City, State, PIN Code]

Subject: Legal Opinion on [Insert Specific Subject — e.g., Enforceability of Agreement / Initiation of Proceedings / Applicability of Law]

Pursuant to your instructions, we have examined the facts, documents, and applicable legal framework in relation to the captioned subject. This opinion is rendered based on the materials provided to us and the prevailing position of law as on the date hereof.

1. BACKGROUND

You have stated the following material facts relevant to the matter:

- [Insert key factual point 1]
- [Insert key factual point 2]
- [Any other relevant disclosure]

This opinion proceeds on the assumption that the above representations are true, complete, and accurate in all material respects, and that no information has been withheld that would affect the conclusions herein.

2. DOCUMENTS REVIEWED

We have perused the following documents:

- [List — e.g., Agreement dated __ / Demand Notice dated __ / Cheque / Title Deed]
- [Relevant correspondence, statutory materials, or authorisations, if any]

Unless otherwise indicated, all documents are assumed to be authentic, properly executed, and legally valid.

3. ISSUE(S) FOR OPINION

The legal questions on which our opinion has been sought are:

- Whether [insert specific legal query — e.g., “the agreement dated __ is legally enforceable under applicable law,” or “the client is entitled to initiate recovery proceedings under Section __”]
- Whether [insert Legal Question 2].

4. LEGAL ANALYSIS

Issue 1: Whether [State Legal Question 1]

4.1 Applicable Law

The issue is governed by [insert name of the statute or legal framework], along with relevant subordinate rules, notifications, and applicable judicial precedents.

4.2 Interpretation and Application

Based on the documents reviewed and facts shared, it is noted that [insert legal reasoning or interpretation]. The transaction/issue [does/does not] fall within the scope of [insert relevant provision or case law].

4.3 Legal Position

The legal position in this regard appears to be [well-settled / evolving / disputed], and courts have held that [insert summary of legal precedent or authority].

Opinion: In view of the above, it is our considered opinion that [insert conclusion, e.g., "the agreement is enforceable" / "the action is maintainable under law"].

4.4 Risks and Limitations

We must caution that [insert risks — e.g., “absence of registration may affect enforceability,” or “the claim may be time-barred unless limitation is preserved”].

Any action proposed to be taken should be supported by appropriate procedural compliance under the relevant law.

5. ASSUMPTIONS

This opinion is based on the following assumptions unless otherwise stated:

- All parties are legally competent and duly authorised.
- All documents reviewed are genuine, accurate, and unaltered.
- Necessary statutory or regulatory approvals, if required, have been or will be obtained.
- The governing law is that of [Insert jurisdiction] as applicable on the date of this opinion.

6. CONCLUSION

In light of the foregoing, it is our considered legal opinion that:

[Insert final conclusion — e.g., “You are entitled to initiate legal proceedings for recovery,” or “The agreement is enforceable subject to fulfillment of procedural conditions.”]

We recommend that any action contemplated be supported by appropriate documentation and statutory compliance under the applicable legal framework.

7. LIMITATION AND CONFIDENTIALITY

This opinion is issued solely for the use of **[Client’s Name]** in connection with the matter hereinabove referred to. It shall not be disclosed to or relied upon by any third party without our prior written consent, except where required by applicable law or regulatory authority.

This opinion reflects the legal position as of the date hereof. We do not undertake to update or revise this opinion in the event of a subsequent change in law or material facts unless separately instructed to do so.

Yours faithfully,
[Your Full Name]
Advocate / Legal Counsel
For [Firm Name / Chambers]
[Bar Enrolment No., if applicable]
[Office Address]
[Email ID] | [Phone Number]

LEGAL LETTER FORMAT

[Your Company Letterhead]

[Company Name]
[Company Address]
[Contact Details]

Date: [Insert Date]

To,
[Recipient's Name]
[Designation]
[Organization Name]
[Address]

Subject: [Insert Brief and Clear Legal Subject]

Dear [Mr./Ms./Dr./Sir/Madam],

This letter is issued in reference to the matter concerning [briefly state the issue or reference, e.g., “the agreement dated [insert date]”].

We hereby place on record that [state your legal position or the concern, e.g., “there has been a material breach of Clause 4 of the agreement” or “the obligation to deliver under the terms has not been fulfilled”].

You are requested to take immediate steps to [state the required action, e.g., “remedy the default within seven (7) days of receipt of this notice”], failing which we shall be constrained to take further steps as may be available under law and the governing contract, without further notice.

We expect your written response on or before [insert date].

Sincerely,
For **[Company Name]**

[Signature]
[Name]
[Designation]

Enclosures (if any):
[List any documents, if enclosed]

DRAFT CIRCULAR FORMAT

[Organization Name]

(Address, Contact Information)

CIRCULAR

General Circular No. ____

File No. Policy – ____

Dated: //____

To:

- **[Relevant Authorities / Employees / Stakeholders]**

Subject: [Insert Subject Here]

Sir/Madam,

1. This circular is issued by **[Issuing Authority]** to inform **[recipients]** about **[briefly state the purpose, such as policy updates, compliance requirements, or procedural changes]**.
2. **Key Details:**
 - **Effective Date:** **[Specify date & Date of Application/Implementation]**
 - **Instructions:** **[Summarize key updates, policy guidelines, specific details of circular]**
 - **Compliance Requirement:** **[Mention if any action is needed and Non- compliance Penalty]**
3. This circular is issued with the approval of **[Source of Authority]**. All concerned individuals must comply with the instructions.

For any queries, please contact **[Name]** at **[Email/Phone]**.

Yours faithfully,

[Signature]

[Name]

[Designation]

[Organization Name]

DRAFT PUBLIC NOTICE FORMAT

[Organization Name]

(Registered Office Address, Contact Information, Email, Website)

PUBLIC NOTICE

Dated: //_____

Subject: [Insert Subject Here]

This public notice is issued by **[Issuer Name/Organization]** to inform the public about **[state the purpose of the notice, such as a legal announcement, policy change, financial disclosure, or regulatory compliance]**. The details are provided below for better understanding and compliance.

Details of the Notice:

- Reference:** This notice is issued in accordance with **[mention the relevant law, regulation, or previous notice]**, which requires **[briefly describe the provision or requirement that mandates this notice]**. This is to ensure that all stakeholders are aware of and comply with the necessary legal or procedural guidelines.
- Purpose:** The purpose of this notice is to **[clearly explain why the notice is being issued, such as informing the public about new policies, updating stakeholders on regulatory changes, or notifying individuals about important actions that need to be taken]**. This announcement is made to ensure transparency and to keep all concerned parties informed.
- Effective Date:** The instructions mentioned in this notice shall be applicable from **[insert the specific date]**. All individuals, businesses, or stakeholders affected by this notice must comply with the specified requirements from the given date onwards to avoid any non-compliance.

Statutory/Regulatory Requirement:

This notice is issued in compliance with **[mention the specific law, regulation, or statutory requirement]**. All concerned parties are required to take note of the information provided and act accordingly to remain in compliance with the legal provisions.

For any questions, clarifications, or additional information regarding this notice, please contact **[Issuer Name/Department]** at **[Email/Phone]**.

Place: [City]

Date: [DD/MM/YYYY]

Authorized Signatory
[Name]
[Designation]
[Organization Name]

FORMAT FOR PLAINT

IN THE HON'BLE _____ COURT OF _____ AT _____

Civil Suit No. _____ of 2020
(Original / Appellate Jurisdiction)

(Under Section _____ of the _____)

IN THE MATTER OF:

ABC Ltd.

A company having its registered office at:

[Full Address]

... **Plaintiff**

VERSUS

XYZ Ltd.

A company having its registered office at:

[Full Address]

... **Defendant**

TO,

The Hon'ble Chief Justice and His Lordships' Companion Justices of the said Court,

THE PLAINTIFF ABOVE NAMED MOST RESPECTFULLY SHOWETH:

1. [State the background of the plaintiff and defendant, including legal status, business nature, relationship.]
2. [State the facts leading to the cause of action.]
3. [Mention the specific dispute and defendant's alleged default, breach, or act.]
4. [State any demands made by the plaintiff and non-compliance by the defendant.]
5. [Mention the legal basis for claim – contract, tort, statute, etc.]
6. [State the jurisdictional facts – why this court has authority.]

Valuation and Court Fee

The value of the suit for the purposes of court fee and jurisdiction is fixed at Rs. _____ (Rupees _____ only). The requisite court fee has been paid.

This plaint is filed within the prescribed period of limitation.

The plaintiff will rely on the documents listed in the annexures and craves leave to produce further documents, if necessary.

PRAYER

In light of the facts and circumstances stated above, the plaintiff humbly prays that this Hon'ble Court may be pleased to:

- a) Order and decree the defendant(s) to pay to the plaintiff jointly and severally, an amount of Rs. _____ (Rupees _____ only) as per the Particulars of Claim annexed hereto, with interest at the rate of ___% per annum from the date of filing of this suit until realisation.
- b) Pending the final hearing and disposal of this suit, direct the defendant(s) to deposit a sum of Rs. _____ with further interest thereon at ___% per annum, as per Exhibit ___ hereto.
- c) Appoint an official receiver for the properties of the defendants.
- d) Allow the plaintiff to inspect the books of accounts of the defendants.
- e) Direct the defendants to disclose on oath the list of their assets and present status.
- f) Direct the defendants to maintain status quo in respect of their assets pending disposal of this suit.
- g) Attach all the assets of the defendants before judgment, under Order XXXVIII of the Code of Civil Procedure, 1908.
- h) Grant ad-interim or interim reliefs as deemed fit.
- i) Award the costs of this suit in favor of the plaintiff.
- j) Pass such other and further reliefs as this Hon'ble Court deems fit and proper in the interest of justice.

VERIFICATION / AFFIDAVIT

I, [Name], residing at [Full Address], do hereby solemnly affirm and state that the contents of this plaint are true and correct to my knowledge and belief. No material fact has been concealed.

Solemnly affirmed at _____, on this ___ day of _____, 2020.

Identified by me:

[Signature]

Plaintiff / Deponent

THROUGH:

Sd/-

[Name of Advocate]

Advocate for the Plaintiff

Place: _____

Date: _____

WRITTEN STATEMENT FORMAT

**IN THE COURT OF [SPECIFY COURT NAME]
CIVIL SUIT NO. [NUMBER] OF [YEAR]**

[Plaintiff's Full Name]

...Plaintiff

Versus

[Defendant's Full Name]

...Defendant

WRITTEN STATEMENT ON BEHALF OF THE DEFENDANT

MOST RESPECTFULLY SHOWETH:

1. Preliminary Submissions:

- a. That the present suit filed by the Plaintiff is not maintainable on account of [e.g., lack of jurisdiction, absence of cause of action, misjoinder/non-joinder of parties, etc.].
- b. That the Plaintiff has not approached this Hon'ble Court with clean hands and has suppressed material facts relevant to the case.

2. Parawise Reply:

- a. With reference to paragraph 1 of the Plaintiff, the Defendant [admits/denies] the same and submits that [insert response or explanation].
- b. With reference to paragraph 2 of the Plaintiff, the Defendant [admits/denies] the contents and states that [insert your version of facts].
- c. With reference to paragraph 3 of the Plaintiff, the Defendant [insert response].

[Continue replying to each paragraph in the same pattern.]

3. Additional Pleas:

- a. *No Cause of Action:* The suit does not disclose any legal cause of action against the Defendant.
- b. *Barred by Limitation:* The Plaintiff's claim is barred by limitation under the applicable provisions of law.
- c. *Other Defenses:* The Defendant further pleads [insert other applicable defenses, such as estoppel, res judicata, accord and satisfaction, fraud, etc.].

PRAYER:

In view of the above, the Defendant respectfully prays that this Hon'ble Court may be pleased to:

- a. Dismiss the suit filed by the Plaintiff with costs;
- b. Grant any other or further relief deemed fit and proper in the facts and circumstances of the case.

[Place]

[Date]

[Signature]

[Defendant's Full Name]

Defendant

Through Counsel:

[Advocate's Full Name]

Advocate for the Defendant

VERIFICATION:

I, [Defendant's Full Name], the Defendant above-named, do hereby verify that the contents of paragraphs [specify which paragraphs] are true to my personal knowledge and those of paragraphs [specify which] are based on legal advice, which I believe to be true.

Verified at [Place] on this [Date] day of [Month], [Year].

[Signature]

[Defendant's Full Name]

Defendant

APPLICATION FOR BAIL

**IN THE COURT OF THE LD. CHIEF / ADDL. / METROPOLITAN MAGISTRATE,
_____ COURT, AT _____, MUMBAI**

BAIL APPLICATION NO. _____
IN
C.C./R.A. NO. _____
C.R. NO. _____

IN THE MATTER OF:
... COMPLAINANT

Versus
... ACCUSED

APPLICATION FOR GRANT OF BAIL

MAY IT PLEASE YOUR HONOUR:

On behalf of the accused above named, it is most respectfully submitted as under:

1. That the applicant/accused has been taken into custody by the _____ Police Station on _____ in connection with C.R. No. _____ registered under Section(s) _____ of the Indian Penal Code, and was thereafter remanded to judicial custody.
2. That the applicant has been falsely implicated in the case and has been arrested without just cause. The applicant is innocent and denies all allegations.
3. That the applicant is not required for custodial interrogation or any further investigation at this stage.
4. That the applicant has good antecedents and no prior criminal record is pending against him/her.
5. That the applicant is a permanent resident of Mumbai and there is no likelihood of absconding.
6. That the applicant undertakes to appear before this Hon'ble Court as and when required.
7. That the applicant undertakes to cooperate with the investigation and abide by all directions issued by the police or this Hon'ble Court.
8. That continued detention serves no purpose as no recovery remains to be made from the applicant.

9. That the applicant further undertakes not to abscond or evade the process of law.
10. That the applicant will not tamper with evidence or attempt to influence any witness.
11. That the applicant is willing to comply with any conditions that may be imposed by this Hon'ble Court.

PRAYER

In view of the above, it is most respectfully prayed that:

- a) The applicant may kindly be released on bail on such terms and conditions as this Hon'ble Court deems fit and proper, with or without surety;
- b) That if bail is granted with surety, the accused may kindly be granted time to furnish the same and in the interim be released on provisional cash bail;
- c) That if the court hours lapse before surety is furnished, permission be granted to deposit the cash amount at the concerned Police Station;
- d) Any other relief deemed fit and proper in the interest of justice may also be granted.

For this act of kindness, the applicant shall ever remain grateful.

Mumbai

Dated: _____

Through Counsel

(Signature)

Advocate for the Accused

BAIL BOND

BEFORE THE HON'BLE _____ COURT AT _____, MUMBAI
C.C. No.: _____ / C.R. No.: _____

IN THE MATTER OF:

State

... Complainant/Respondent

Versus

[Full Name of Accused]

... Accused/Applicant

BAIL BOND UNDER SECTION 479 / 481 OF THE BHARATIYA NAGARIK SURAKSHA SANHITA, 2023

KNOW ALL MEN BY THESE PRESENTS that I, [Name of Accused], son/daughter of [Father's/Mother's Name], residing at [Full Address], do hereby bind myself to attend the Court of the Hon'ble _____ at _____, Mumbai, on every date of hearing and to comply with the terms of the bail granted to me by this Hon'ble Court.

I, the undersigned, do hereby agree to furnish surety in the sum of ₹_____ (Rupees _____ only), and in case of my failure to comply with any of the bail conditions, I shall be liable to forfeit the said amount to the State.

Signature of Accused: _____

Name: _____

Address: _____

Contact Number: _____

SURETY BOND

I, [Full Name of Surety], son/daughter of [Name], aged ____ years, residing at [Full Address], do hereby declare myself as surety for the accused [Accused's Full Name].

I agree to pay ₹_____ (Rupees _____ only) in case the accused fails to comply with any condition of the bail granted by this Hon'ble Court or fails to appear before the Court on the date(s) fixed for hearing.

Signature of Surety: _____

Name: _____

Address: _____

Contact Number: _____

Occupation: _____

PAN/Aadhaar No.: _____

VERIFICATION

Verified at Mumbai on this ___ day of _____, 20 that the contents of this Bail Bond are true and correct to my knowledge and belief.

Signature of Accused: _____
Signature of Surety: _____

Accepted by the Court on this ___ day of _____, 20

Signature of the Hon'ble Magistrate/Judge

Seal of the Court

Certificate

of

Signature Completion

This document has been signed through

