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### **CA RAVINDER SINGH AND ASSOCIATES**

255 Hyatt Arcade

Pusa Road

NEW DELHI-110005

011-47044XXX, 987XXXXXX



### M/s Madhu Singh

Flat No 20, Block B-15,

Pocket-8 Sector 22-B

Paharganj, New Delhi 110077

December 26, 2017

#### Dear Madam

With reference to your interview dated 21 Dec 2017, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 26 Dec 2017 as per the following terms and conditions

- 1 You are entitled to a CTC of 25550 per month payable as per Annexure A
- 1 You agree to comply with Terms and Conditions of Appointment
- You agree to submit with us a signed copy of mark sheet ,Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications

Please send us an acknowledgement of this offer confirming your joining

We look forward to a mutually rewarding professional relationship with you

For Ravinder Singh & Associates

#Kay R

CA Ravinder Singh

Proprietor

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# DARQ SIDE PRODUCTIONS CO.

# Dear Ms. Augustin,

A letterhead refers to the heading at the top of a sheet of letter paper. It usually consists of a name and an address, or a logo. This often appears in letters created by companies and individuals for communicating messages, whether it's within the team, business partners, or with clients.

Letterheads are important branding tools as well, as they are sent out to a wide audience. They can set the tone for messages while shawcasing your company's expertise and professionalism. This makes it important for you to create a letterhead that captures your brand's identity while presenting important details. It helps to create a template that you can use for different accasions, from inter-affice memos to customer correspondences.

Kind regards,

MS. JOHNSON HR HEAD

125 Anywhere St., Any City 51 12545 125-456-7890 Website: www.reallygreatsite.com Email: helioereallygreatsite.com

Uk limited company letterhead template. Uk limited company letterhead requirements. Legal requirements for company letterhead uk. You can find the company's information for any United Kingdom business here: Compañerhouse.gov.uk The following example of how we have included the legal requirements of letterhead at the bottom of our own letterhead: optional letter of letterhead: Å ( Office address) Å, [TELLO] [FAX] [ and trade direction is included in all letterhead and order forms. For example, if your company is related to finance, you may need to indicate where you can find a list of partners. Limited legal requirements, your company is markening as a limited company, letterhead and ordering form (you must have printed or electronic versions) should include: your registered Directorate of the Company Full Namethe the letterhead for a limited company, but if you choose to name directors all the directors must be appointed More called Members, also include a telephone and fax number, a URL website for the company's business and an email address. Businesses should also indicate the following in their letters and business order forms: for an investment company (as defined by Section 266 The Law of Companies of 1985) which is a company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf, which is a limited company exempt from using the word "limited" on your behalf which is a limited company exempt from using the word "limited" on your behalf which is a limited company exempt from using the word "limited" on your behalf which is a limited company exempt from using the word "limited" on your behalf which is a limited company exempt from using the word "limited" on your behalf which is a limited company exempt from using the word "limited" on your behalf which is a limited company exempt from using the word "limited" on your behalf which is a limited company exempt from using the word "limited" on your behalf which is a limited company exempt from using the word "limited" on your behalf which is a limited company exempt from using the word "limited" on your behalf should be established instead of the authorized capital. Charitable companies whose name excludes the words "A ¢ â, ¬" or A ¢ â, "Maritably 'should indicate the fact that it is a charity in its role. Legal requirements of the specified industry In addition to all previous ones, certain industries are required to provide more information. For example, if your company is related to finance, you may need to indicate if you are a member of the Financial Conduct Authority. No problem: We are ready with a design loading experience that allows you to jump and focus on the product choices that are relevant to you. Work with your own tailor-made design? You can even associate with one of our professional designers to create a fully original search for your letterheads. You can indicate where you can find a list if there are a lot of partners. Include: Phone and fax number URL URL E-mail address The direction of correspondence (if this is different from the registered address) the nature of the company, if this is not obvious from the name of the VAT number (which It is a legal requirement for invoices) Logo (which helps receptors identify it if they want to look for it) social details, such as their Facebook name or Twitter identifier, so now it is up to legal matters, letterheads They give you a great opportunity for your brand and to show your audience that you are both meticulous and a professional! Buyers, send them, muà © strere! We use some essential cookies to make this website work. Make sure these are correct The first time you can save you time and money and all are very simple to implement. Vary dependent on the type of business that executes: Sole traders if it is a Unique, you can trade under your own name or a business name. We have a wide variety of fully customizable head paper templates, including options with space for Images, logos and more. Charitable and investment companies if it is a beneficial organization and you do not use "Â ¢ Â, ¬ Å "Caritably" in its name, all the documents of the company must indicate that the company is a beneficial organization. If you have a lot of partners, you can indicate where you can find a list. When designing the letterhead and Order Form From your company, you could be forgiven by concentrating only on your design and the quality of the role in which it is printed. However, its letterhead and requesting your company must follow several legal requirements of letterhead. Read more here ... When starting a new business or one's growth, easy to carry out with the designer aspect and the stakeholder's sensation of your company and do not know some legal requirements when designing them. What information should be legally in all the members of the companies in accordance with the law of the companies: The name of your business where its registered companies will need additional information. Ready to create? The companies that are exempt from using "Limited" in their names should indicate the fact that they are limited. If you are looking for orientation when designing the letterheads or stationery of your companies, please contact a free price quote and / or designer. It is worth consulting with your industry trade agency to make sure it is not losing anything crucial. Great, so I know. Whatever your need, we are ready to happen, and we are not satisfied until we are satisfied. Charitable and investment companies If a beneficial organization does not use "," A ° Carity ", on its behalf, all the documents of the company should indicate that the company is a beneficial organization. The Legal Requirements Sole Trader as unique merchant who has to include: his trade name his own name (if the name of his company is different from his own name) his business address his direction of VAT number Limited or Ltd) its registration number of the registration for example, eg. England) Your Registered (ending in the word limited or Ltd) its registration number of the registration for example, eg. England) Your Registered (ending in the word limited or Ltd) its registration number of the registration number of the registration for example, eg. England) Your Registered (ending in the word limited or Ltd) its registration number of the registration number of the registration number of the registration for example, eg. England) Your Registered (ending in the word limited or Ltd) its registration number of the registration numbe clearly identified as the Office / Place of Registered Businesses) The address of your company's place of business (if this is different from the registered address) its IVA number, although you do not have to include the names of the directors, if he chooses, he must list all the directors, without leaving anyone outside the charitable company a charitable company whose name of the company whose name of the company does not include the words "A ¢ â, ¬", or à ¢ â, ¬ "must indicate the fact that it is a charity. It is worth consulting with your industry trade agency to make sure it is not missing anything crucial. Fault to meet any of the above requirements could lead to a fine fine. Will you be able to create your company's logo? Similarly, if you are an investment company, you must affirm that this type of company is in all commercial communications. It is possible that it is required specified legal requirements of the industry in certain industries than their regulator or information from the commercial body. A, ASSOCIATION BUSINESS If it is an Association business, your letterheads must include: all the same requirements as those listed in the last merchant, more ... the names of all partners to name, you can indicate where you can find a complete list of partners. General requirements We are now passing the legal, let's talk about the most general details that people tend to include in letterhead designs. However, they make it vary according to the type of legal requirements of Business Run. Sole, you are registered A unique merchant who can market under his own name or can choose a different commercial name. Members of associations, order forms, receipts and invoices should include the names of all all and the direction of the main office. HomeInvitations and Stationery MetteRetemplates 201 Commentary Standards Suppositions United For a Fiery and Free Friefe way to create co-papelestics? We would like to establish additional cookies to understand how to use Gov.uk, remember its configuration and improve government services. When you are after a new letterhead, it is easy to get stuck when choosing a quality paper stock that complement the sensation of your business letter or the creation of an elegant design that surely surprised him. If you are looking for orientation when designing the letterheads or stationery from your companies, please contact us for a free price quote and / or designer. What people do not always realize is that they should also follow certain legal requirements to send their letter first. First, first, Â; Nonic! These requirements vary according to the type of company that executes, are all quite simple and can be easily condensed into a rapid list to which it can refer to design. In addition to your logo, website and your contact information, you may think that this is much to include in your letterhead, however, the correct design can use the space effectively and present the correct image to your customers. Similarly, an investment company must indicate that it is this type of company in all business communication. Limited Company If you have a limited company and the address of your business place. , if different, it is not necessary to include the names of the directors in the letterhead for a limited company, but if it chooses to name All directors must be appointed companies that are exempt from using A ¢ ¬ ~ limited in their names. Indicate EL that are limited. Most people will automatically include their contact information; Phone, email, website address, but the letterhead and order forms must follow a series of legal requirements established in the Law of Company. In addition, if your company does not have a main office, you should indicate the addresses where you can find the partners. Limited company, all commercial desktop effects should include their full name of the company, registration number of the company, registration number of the business place of the Company, registration number of the company. Failure to comply with any of the above requirements could lead to a penalty fine. We also use cookies established by other sites to help us offer content of your services. If you do not implement it, then hard work and cash vital will have been wasted. In general, the requirements are simple. If you have chosen a business name, that is not your own name, you must include your own name, you must include your own name, and the business address in all letterheads and requests. Legal Requirements of the Solatnersip, You are an Association Business with your letterheads, Order Forms, Receipts and even the invoices should include the names of all partners and the direction of the main office. If your company does not have a main office address, you should indicate the addresses in which partners can be found. Usually, these are the details that your recipient will need if you want to get in touch with you. Association, your letterheads, the order forms, receipts and invoices should include the names of the directors of the company, but if desired, you must appoint all the directors. Here is a brief summary of everything you need. Vistaprint is here to help, to help, to help.

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