The Manager,

Date: _____

FAMCO Share Registration Services (Pvt.) Limited
8-F, Near Hotel Faran, Nursery
Block 6, P.E.C.H.S.
Shahra-e-Faisal
Karachi.

Dear Sir,

NON-RECEIPT OF DIVIDEND(S)/BONUS/RIGHT/TRANSFER/EXCHANGE SHARE CERTIFICATE(S)
NAME OF COMPANY_____

I /we as shareholder(s) of the above company wish to intimate you that I /we have not received my/our dividend(s)/bonus/right/transfer/exchange share certificate(s) issued by the company for the period/year ended _____.

You are requested to kindly check the status of my/our Unpaid Dividend(s)/Uncollected Share Certificate(s).

My/Our particulars are as follows:

Folio / CDC Account # : _____

Name of Shareholder(s) : _____

Father's / Husband's Name : _____

Current Postal address : _____

_____

CNIC #: _____ Contact #: _____ Email: _____

Title of Bank Account : _____
[Must match with name of principal shareholder]

International Bank Account No. : [IBAN -having 24 digits]

P	K																						

Name of Bank : _____

Bank branch name & full mailing address : _____

I/we hereby authorize the Company to update my record with the Company, pay dividend(s) to the above-mentioned **bank account** and dispatch uncollected share(s), if any, at the above given **current mailing address**. Relevant paid right letter/signed transfer receipt/old certificate(s) for exchange are attached herewith.

Regards,

_____	_____	_____	_____
Signature (Principle holder)	(Joint holder-1)	(Joint holder-2)	(Joint holder-3)

Note:

1. CDC account holder(s) must attach clear copy(ies) of CNIC(s).
2. Kindly send the request letter duly signed (in original) to our office address mentioned above.
3. Shareholders maintaining their shares in demat / electronic form must have their IBAN updated under their CDC account through their participant / CDC Investor Accounts Services for receiving their dividend directly in their bank account.
4. In accordance with the provision of Section 72 of The Companies Act, 2017 and subsequent directive received from the Securities & Exchange Commission of Pakistan on the subject, the Company hereby request you to **Convert Physical Shares available with you into Book-Entry Form** through Investor Account Services of Central Depository Company or any Participant/TRE Certificate-holder of the Pakistan Stock Exchange Limited.