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 Sirs,

NON-RECEIPT OF DIVIDEND WARRANT(s)/BONUS SHARES/RIGHT SHARES
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 warrant(s)/bonus shares/right shares issued by the company for the period/year ended _____.

You are requested to kindly check and let me / us know the status of my Dividend Warrant(s)/Bonus Shares/Right Shares.

My particulars are as follows:

Folio / CDC Account # : _____
Name of Shareholder(s) : _____
Father's / Husband's Name : _____
Postal address : _____

CNIC #: _____ Contact #: _____ Email: _____

[Must match with name of principal shareholder]
International Bank Account No. :

P	K																					

[IBAN -having 24 digits]

Name of Bank : _____
Bank branch name & full mailing address : _____

Your early response in this regard will be much appreciated.

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, you are requested to **Convert any 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.