CDC SHARE REGISTRAR SERVICES LIMITED
CORRECTION / CHANGE OF SHAREHOLDER / SHAREHOLDER FATHER / SHAREHOLDER HUSBAND NAME

The Manager
CDC Share Registrar Services Limited
CDC House, 99-B, Block-B,
S.M.C.H.S, Main Shahra-e-Faisal,
Karachi.

Dear Sir,

Company Name_____

Please correct / change the name as per following details:

Folio #	
Shareholder Title *(As per share registrar record)*	
Father / Husband Name *(As per share registrar record)*	
CNIC #	
Cell # / Email	
Address	
International Bank Account Number (IBAN) (24 Digits)	P K ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Bank Branch Name & Address	
Correction / Change of Name Required For *(Please tick any one)*	Shareholder ☐ Father / Husband ☐
New Title (As per CNIC)	

It is also stated that all the information provided above is correct, accordingly, please update the same against my above mentioned folio.

Regards,

_____
Signature of Shareholder

Date: _____

GUIDELINES FOR PROCESSING CORRECTION / CHANGE OF NAME CASE:

Generally following documents are required to process a correction / change of name case:

For Correction / Change of Name of Shareholder:

1. **Attested copy** of old and new Computerized National Identity Card (CNIC) of shareholder.

2. **Attested copy** of National Identity Card (NIC) of shareholder.

3. **Following original** documents are required:
   a. Shares certificate(s)
   b. Dividend warrant(s)
   c. Verified Transfer deed.

For Correction / Change of Name of Shareholder Father / Husband Name:

1. **Attested copy** of old and new CNIC of shareholder.

2. **Attested copy** of NIC of shareholder.

3. **Attested copy** of CNIC of father / husband of the shareholder.

4. **Attested copy** of Marriage Certificate / Nikah Nama of shareholder.

5. **Following original** documents are required**:**

   a. Shares certificate(s)
   b. Dividend warrant(s)
   c. Verified Transfer deed.

Note:

1. If share certificate(s) are not available, then please provide application for lost / misplacement of share certificate(s).
2. Additional document(s) (If any) required for processing the request will be communicated accordingly.