



CDC SHARE REGISTRAR SERVICES LIMITED
REPORTING DEATH OF SHAREHOLDER AND TRANSMISSION OF HIS / HER SHARES AND DIVIDENDS

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

Dear Sir,

Company Name _____

I hereby intimate you for death of shareholder as per following details and request you to kindly let me know the formalities for transmission of his/her shares and outstanding dividends in favor of legal heir(s).

Deceased Shareholder Details:

Folio # / CDS Account #	
Deceased Shareholder Title	
Father/ Husband Name	
NIC/CNIC #	
Date of Death	

Applicant Details:

Name	
Father/ Husband Name	
Relation with Deceased Shareholder	
Address	
Cell #	
Email Address	

Regards,

Signature of Applicant

Date_____

Note: Please submit duly filled and signed form along with required documents to CDC Share Registrar Services Limited, CDC House, 99-B, Block 'B', S.M.C.H.S., Main Shakra-e-Faisal, Karachi-74400, Pakistan.

GUIDELINES FOR PROCESSING TRANSMISSION CASE:

Generally following documents are required to process a transmission case:

1. **Notarized copy** of death certificate of deceased shareholder.
2. **Copy** of Petition for Succession.
3. **Copy** of Court Order.
4. **Notarized copy** of Computerized National Identity Cards (CNIC) of deceased shareholder & legal heir(s).
5. **Original** shares certificates (if any) of the company registered in the name of the deceased shareholder (please refer note below).
6. **Original** dividend warrants (if any) in the name of the deceased shareholder.

Succession Certificate:

Please note that necessary legislation has been passed by National and Provincial assemblies (except Baluchistan) and now National Database Registration Authority (**NADRA**) has been authorized to issue Succession Certificate. In this context, please arrange to furnish us **notarized** copy of Succession Certificate issued by NADRA for securities registered in the name of deceased shareholder.

In case the legal heirs of the deceased have already obtained Succession Certificate from any Court of Law or the same is under process, then following documents would be required:

- a. Notarized copy of Petition for Succession;
- b. **Court attested copy** of Court's Order; and
- c. **Court attested copy** of Succession Certificate.

Note:

1. **Please coordinate with us** before arranging following documents:
 - a. Copy of Petition for Succession
 - b. Copy of Court Order; and
 - c. **Succession Certificate**.
2. You are requested to please forward us **original share certificates** registered in the name of deceased shareholder **only upon receipt of instruction from CDCSR**.
3. Additional document(s) required for processing the request will be communicated accordingly.