

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.

Karachi.		
Dear Sir,		
Company Name		
Please correct / change the name	e 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 informagainst my above mentioned folion Regards,		ect, accordingly, please update the same
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.