DRAFT LETTER FOR NON-RECEIPT OF DIVIDEND WARRANT

Date: _____

The Manager
CDC Share Registrar Services Limited
Limited CDC House, 99-B, Block –B, S.M.C.H.S,
Main
Shahra-e-Faisal,
Karachi-74400.

Dear Sir,

COMPANY NAME: _____

NON-RECEIPT OF DIVIDEND WARRANT

Please be informed that I / We have not received my / our dividend warrant issued by company, for the period / year ended _____.

You are requested to kindly check and let me know the status of my dividend warrant at your earliest.

May International Bank Account Number (IBAN) and other particulars are as follows:

Details International Bank Account	
Title of Bank Account	
International Bank Account Number (IBAN) "**Mandatory"**	P K (24 digits) (IBAN number is accurate and provided after consulting with my respective bank branch, in case of any error/ omission in given IBAN, the company will not be held responsible in any manner for any loss or delay in payment).
Bank's name	
Branch name and address	

Folio / CDS Account # : _____

Name of Shareholder : _____

Father's / Husband's Name: _____

CNIC #: _____

Address: _____

_____

Contact #: _____

Your early response in this regard will be highly appreciated.

Regards,

_____
Signature of Shareholder

Encl: Photocopy of CNIC