DRAFT LETTER FOR NON-RECEIPT OF BONUS SHARE CERTIFICATE

Date: _____

The Manager
CDC Share Registrar Services 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 BONUS SHARE CERTIFICATE

Please be informed that I / We have not received my / our bonus share certificate issued by company on _____. You are requested to kindly check and let me know the status of my bonus shares at your earliest. **My particulars are as follows:**

Folio #	**Name, Father's / Husband's Name and CNIC #**	**Mailing address, Email Address / Contact #**

Further, please also note my International Bank Account Number (IBAN) under above folio for future dividend payment (if any):

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	

Your early response in this regard will be highly appreciated.

Regards,

_____
Signature of Shareholder

Enclosures: Photocopy of CNIC
Photocopy of available share certificate