



## **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.