

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. **Notarized copy** of old and new Computerized National Identity Card (CNIC) of shareholder.
2. **Notarized 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. **Notarized copy** of old and new CNIC of shareholder.
2. **Notarized copy** of NIC of shareholder.
3. **Notarized copy** of CNIC of father / husband of the shareholder.
4. **Notarized 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.