

DRAFT LETTER FOR NON-RECEIPT OF BONUS SHARE CERTIFICATE

Date: _____

The Manager
Shares Registrar Department
Central Depository Company of Pakistan 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 of Shareholder: _____

Father's / Husband's Name: _____

Address: _____

CNIC #: _____

Contact No: _____

Your early response in this regard will be highly appreciated.

Regards,

Signature of Shareholder

Encl: Photocopy of CNIC