

**DRAFT LETTER FOR REPORTING DEATH OF SHAREHOLDER AND  
TRANSMISSION OF HIS / HER SHARES AND DIVIDENDS**

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.

Date: \_\_\_\_\_

Dear Sir,

**COMPANY NAME:** \_\_\_\_\_  
**TRANSMISSION OF SHARES / DIVIDENDS**

Please be informed that my \_\_\_\_\_ (relation) named \_\_\_\_\_ (name of shareholder) is passed away on \_\_\_\_\_.

He/she was the shareholder of \_\_\_\_\_ (company name) under folio number \_\_\_\_\_.

In this regard, I am forwarding herewith following documents and request you to kindly let me know the formalities for transfer of his/her shares and outstanding dividends to his/her legal heirs:

- Notarized copy of death certificate of deceased shareholder \_\_\_\_\_ (name of shareholder)
- Notarized copies of Computerized National Identity Card (CNIC) of the deceased shareholder and myself.
- Share certificates for = \_\_\_\_\_ = shares registered in the name of deceased shareholder.
- = \_\_\_\_\_ = outstanding dividend warrant (if any) for Rs. \_\_\_\_\_ issued by the company in the name of deceased shareholder.

Your early response in this regard will be highly appreciated.

Regards,

\_\_\_\_\_  
**Signature**

**Name:**

**Father's/Husband's name**

**Relation with deceased shareholder:**

**Address:**

**CNIC #**

**Contact Tel. #:**

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Encl: as state above