

DRAFT LETTER FOR REPORTING LOSS / MISPLACEMENT
OF SHARE CERTIFICATE

Date: _____

The Manager
Shares Registrar Department
C & K Management Associates (Private) Limited
404, Trade Tower, Abdullah Haroon Road,
Near Metropole Hotel, Saddar
Karachi.

Dear Sir,

COMPANY NAME: _____
LOSS / MISPLACEMENT OF SHARE CERTIFICATE

Please be informed that I / We have lost / misplaced my / our share certificate(s) as per details given below along with / without verified transfer deed(s):

Folio #	Name of shareholder	Share Certificate #, if available	Distinctive # (from-to), if available	No. of shares

You are requested to kindly note and let me know the formalities for issuance of duplicate share certificate(s).

Your early response in this regard will be highly appreciated.

Regards,

Signature:
Name: _____
Address: _____

CNIC #: _____
Contact Tel. #: _____

Encl: Photocopy of CNIC