

DRAFT LETTER FOR NON-RECEIPT OF BONUS 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: _____
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