

The Manager
Shares Registration Department
FAMCO Associates (Pvt) Ltd.
8-F, Block-6, PECHS
Main Shahra e Faisal
Karachi-74400.

Date: _____

Dear Sir,

DEMISE OF SHAREHOLDER & TRANSMISSION OF HIS/HER SHARES & DIVIDENDS

COMPANY (NAME): _____ **FOLIO#:** _____

I / We wish to intimate you sad demise of my _____ (state relationship), named _____ (name of shareholder) who passed away on _____. He/she was the shareholder of the following companies:

<u>Company</u>	<u>Folio #</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

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

1. Notarized copy of death certificate of the deceased shareholder.
2. Notarized copy of NIC/ CNIC of the deceased shareholder.
3. Share certificates for = _____ = shares [registered in name of deceased shareholder]
4. = _____ = outstanding dividend warrants (if any) amounting to Rs. _____ issued by the company in the name of deceased shareholder.

Your early response in this regard will be much appreciated.

Regards,

Signature: _____ Name: _____

Father's / Husband's Name : _____

Address : _____

CNIC # : _____ Contact #: _____