

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

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

Dear Sir,

**NON-RECEIPT OF DIVIDEND WARRANT  
COMPANY (NAME):** \_\_\_\_\_

I / we as shareholder of the above company wish to intimate you that I / we have not received my /our dividend warrant(s) issued by the company for the period / year ended \_\_\_\_\_ /Dividend No.(s)\_\_\_\_\_.

You are requested to kindly check and let me / us know the status of my Dividend Warrant.

My particulars are as follows:

Folio / CDC Account # : \_\_\_\_\_

Name of Shareholder : \_\_\_\_\_

Father's / Husband's Name : \_\_\_\_\_

Postal address : \_\_\_\_\_  
\_\_\_\_\_

CNIC # : \_\_\_\_\_ Contact #: \_\_\_\_\_

Your early response in this regard will be much appreciated.

Regards,

\_\_\_\_\_  
Signature of shareholder

**Note:**

- CDC account holder must attach a clear copy of CNIC.
- Kindly send the request letter duly signed (in original) to our office address mentioned above.