

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

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

Dear Sir,

**LOSS / MISPLACEMENT OF SHARE CERTIFICATE / VERIFIED TRANSFER DEED  
COMPANY (NAME):** \_\_\_\_\_

I / we as shareholder of the above company would intimate you that I / we have lost / misplaced my /our share certificate(s) as per detail given below along with / without transfer deed (s):

Folio #	Share Certificate #	Distinctive # (From)	Distinctive # (To)	No. of Shares

You are requested to mark caution in your shares system as a precautionary measure. Further kindly let me know the formalities for issuance of duplicate share certificate(s)/ transfer deed(s).

Your early response in this regard will be much appreciated.

Regards

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

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

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

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

**Note:**

Kindly send the request letter signed (in original) to our office address as above, alongwith a clear copy of CNIC.