

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 A.ccount # : \_\_\_\_\_

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

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

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

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

**[Must match with name of principal shareholder]**

International Bank Account No. : \_\_\_\_\_

[IBAN - having 24 digits]

Name of Bank : \_\_\_\_\_

Bank branch name & full mailing address: \_\_\_\_\_

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.
- Shareholders maintaining their shares in demat / electronic form must have their IBAN updated with their participant / CDC Investor Accounts Services for receiving their dividend directly in their bank account.