



THK Associates (Pvt.) Limited

Annexure 1 - Shareholder's guidelines for submission an application for correction/ addition of name:

Supporting Documents to be submitted along with the above form	<p>Documents Requires for correction / addition of name:</p> <ul style="list-style-type: none">• Attested and legible copy of current/ valid Computerized National Identity Card (CNIC)/ National Identity Card for Overseas Pakistanis (NICOP) of shareholder;• Attested legible copy/ies of shareholder's old National Identity Card (NIC)/ CNIC/ NICOP;• Attested copies of Academics Certificate(s) or Passport of shareholder;• Attested copy of Nikka Nama of female shareholder; along with<ul style="list-style-type: none">○ Attested legible copies of CNICs of her Father & Husband; or○ Attested copy of Family Registration Certificate (FRC) issued by NADRA;• Additional documents such as undertaking/ Indemnity and/ or publication in newspapers & etc.) as per the requirements of the respective company; and <p>Share Certificates and related documents to be provided by the shareholder for correction / addition of name on them:</p> <ul style="list-style-type: none">• All share certificate(s), in original (complete shareholding as per company's record);• All verified transfer deed(s);• Unpaid dividend warrants (if any); <p>Missing / Lost Shares:</p> <ul style="list-style-type: none">• In case of any missing shares the process for Loss / misplacement of shares certificates would also need to be completed by the shareholder. (Refer form – THK/SDM-1-23-0024)
Submitting the form:	Duly filled and signed form can be physically submitted at the THK offices in Karachi and Lahore or sent via mail to THK Head Office in Karachi.
	You may also refer to the Client Support page on the THK website for further guidance www.thk.com.pk

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