



THK Associates (Pvt.) Limited

Shareholder Data Management Department THK Associates (Pvt.) Limited Plot No. 32-C, Jami Commercial Street-2, Behind UBL Jami Branch, D.H.A., Phase-VII, Karachi-75500. UAN: +92 (021) 111-000-322 Web: www.thk.com.pk	THK/SDM-1-23-0024	
	Loss/ Misplacement of Share Certificate(s)	
	Reference No	
	Date:	

Dear Sir,

Loss/ Misplacement of Share Certificate(s)

Name of Company: _____

Please advise me of the specific procedure / formalities for obtaining the relevant company's duplicate share certificate(s), as I have lost / misplaced the original share certificate(s), details noted in Table-2 below.

Table 1- Shareholder Details:													
Folio Number													
Name of Shareholder													
Father's / Husband's Name													
CNIC/ NICOP / Passport Number							-						
Mobile No.						Landline No.							
Email ID													
Mailing Address													

Table 2 – Lost / Misplaced Share Certificate(s)

Folio No.	Certificate No(s). (if available)		Distinctive No(s). (if available)		No. of Shares
	From	To	From	To	

Regards,

Signature of Shareholder

<u>Karachi</u>	<u>Lahore</u>
Plot No. 32-C, Jami Commercial Street 2, DHA Phase VII, Karachi, 75500 Pakistan	Office No.309 3rd Floor, North Tower LSE Building, 19- Sharah e Aiwan e Iqbal Lahore.
+92-21-111 000 322 +92-21-35310191-5 +92-21-37120628-9	
sfc@thk.com.pk www.thk.com.pk	



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Annexure 1 - Shareholder's guidelines for submission an application for Lost or Misplaced Share Certificate(s):

Supporting Documents to be submitted along with the above form:	<ul style="list-style-type: none">• Legible copy of valid Computerized National Identity Card (CNIC)/ National Identity Card for Overseas Pakistanis (NICOP) / Passport of shareholder; and• Additional documents such as undertaking/ Indemnity and/ or publication in newspapers & etc.) as per the requirements of the respective company.
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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