



# 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: <a href="http://www.thk.com.pk">www.thk.com.pk</a>	THK/SDM-1-23-0025	
	Loss / Misplacement of Verified Transfer Deed(s)	
	Reference No	
	Date:	

Dear Sir,

**Request for formalities for Verification of Duplicate Transfer Deed (s)**

**Name of Company:** \_\_\_\_\_

Please advise me of the specific procedure / formalities for obtaining the relevant duplicate verified transfer deed(s), as I have lost / misplaced the original verified transfer deed(s), details noted in Table-1 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 of Verified Transfer Deed(s)**

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

Regards,

\_\_\_\_\_  
Signature of Shareholder

<b><u>Karachi</u></b>	<b><u>Lahore</u></b>
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.
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## Annexure 1 - Shareholder's guidelines for submission an application for Lost or Misplaced the Verified Transfer deed(s):

Supporting Documents to be submitted along with the above form:	<ul style="list-style-type: none"><li>• Legible copy of valid Computerized National Identity Card (CNIC)/ National Identity Card for Overseas Pakistanis (NICOP) / Passport of shareholder; and</li><li>• Fresh transfer deed(s), shareholder is required to fill all columns on the transfer deed(s); and</li><li>• Additional documents such as undertaking/ Indemnity as per the requirements of the respective company.</li></ul>
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 <a href="http://www.thk.com.pk">www.thk.com.pk</a>

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