

**Specimen Letter for Inquiry / Non-receipt / Release of Bonus Shares / Dividends  
(Returned Undelivered / Unclaimed)**

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

The Manager,  
Registrar: Vision Consulting Limited  
3-C, LDA Flats Lawrence Road,  
Lahore.  
Tel:042-36283096-97, Email: Shares@vcl.com.pk

Dear Sir,

**Name of Company:** \_\_\_\_\_  
**Inquiry / Non-receipt / Release of Bonus Shares / Dividends (Returned Undelivered/Unclaimed)**

I would like to inform you that my particulars are as under:

Folio/CDC ID & Account No.	
Name of Shareholder	
CNIC Number (Valid and Legible Copy enclosed)	
Mailing Address	
Contact No.	

I have not received the following Bonus Shares / Dividends as issued/declared by the Company details are mentioned below.

Sr. #	Type of Bonus Shares	Year	Type of Dividends	Year

You are requested to please re-dispatch/delivered by hand my undelivered bonus shares/dividend(s) at the earliest. I also request you to kindly re-validate the said dividend(s), which has expired. Further, the above mentioned bonus shares/dividend(s) is/are not in my position, kindly issue me the duplicate bonus shares/dividend(s).

Regards,

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

**Note:** This letter duly filled and signed along with photocopy of Computerized National Identity Card (CNIC) shall be sent to the above mentioned address or submit at our counter,