

Specimen Letter for Correction /Updating of name as per CNIC

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: _____
Correction /Updating of name as per CNIC

I would like to inform you that my particulars are as under and forwarding herewith the =_____ = Share Certificates for =_____ = shares and the =_____ = dividend(s). I request you to kindly correct/change my name as per CNIC on share certificates/dividends and in the records of the Company.

Folio Number	
Name of Shareholder (as per CNIC)	
Father / Husband Name	
CNIC Number (Valid and Legible Copy enclosed)	
Contact No.	
Email ID	
Mailing Address	

In this regard, kindly provide me the current Shareholding under Folio # _____ and/or any other documents/formalities/requirements, which remain with you.

Your earliest action in this regard, will be highly appreciated.

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,