

## Specimen Letter for Loss / Misplacement of Share Certificates / Dividends

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:** \_\_\_\_\_  
**Loss / Misplacement of Share Certificates / Dividends**

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

Folio Number	
Name of Shareholder	
CNIC Number <b>(Valid and Legible Copy enclosed)</b>	
Contact No.	
Email ID	
Mailing Address	

Further, please note that the following Share Certificate(s) / Dividend(s) have been lost/misplaced with me details are mentioned below.

<b>Folio No.</b>	<b>Certificate No(s). (if available)</b>	<b>Distinctive No(s). (if available)</b>	<b>No. of Shares</b>	<b>Type of Dividends</b>	<b>Year</b>

In this regard, kindly provide me the procedure/formalities for issuance of duplicate share certificate(s) / Dividend(s).

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,