

**Corplink (Private) Limited**  
Wings Arcade, 1-K, Commercial,  
Model Town,  
Lahore

Date \_\_\_\_\_

**Subject: Loss of Share Certificate(s)/Verified Transfer Deed(s)**

Dear Sirs,

As a shareholder of the above-mentioned company, I/we wish to inform you that I/we have lost/misplaced my/our share certificate(s) / verified transfer deed(s) as per the details provided below.

<b>Folio No</b>	<b>Share Certificates No. From</b>	<b>Share Certificates No. To</b>	<b>Distinctive No. From</b>	<b>Distinctive No. To</b>	<b>No. of Shares</b>

I/we kindly request you to mark the above shares as non-transferable in your record. Furthermore, please provide me/us with the required formalities for the issuance of duplicate share certificate(s) or transfer deed(s).

Your prompt response in this matter will be highly appreciated.

**Regards,**

**Signature(s)**

\_\_\_\_\_  
Principal Holder      Joint Holder 1      Joint Holder 2      Joint Holder 3

**Name:** \_\_\_\_\_  
**Father's/Husband's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**CNIC #:** \_\_\_\_\_  
**Cell #:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Note:**

1. Kindly send the request letter yourself, duly signed (in original), to our office address mentioned above, along with clear copies CNIC and Joints (if any).
2. In the case of joint holdings, both the principal and joint shareholder(s) must sign the request.
3. For corporate shareholders, the request must be submitted on the letterhead of the corporate body and signed by the authorized signatories, along with attested copies of the Power of Attorney or Board Resolution authorizing the signatories.

**Contact Information:**

Tel: +92 42 35916714-19, 35839182

Web: [www.corplink.com.pk](http://www.corplink.com.pk)

Email: shares@corplink.com.pk