

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

Date \_\_\_\_\_

**Subject: Demise of Shareholder & Transmission of Shares and Dividends**

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

**Folio #:** \_\_\_\_\_

Dear Sir,

I/we wish to inform you of the demise of my \_\_\_\_\_ [state relationship],  
\_\_\_\_\_ [deceased], who passed away on  
\_\_\_\_\_. He/she was a shareholder in the following companies:

<b>Companies</b>	<b>Folio #</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

To facilitate the transmission of his/her shares and dividends to the legal heirs, I am enclosing the following documents and request your guidance on the procedure:

1. Notarized copy of the death certificate of the deceased shareholder.
2. Notarized copy of the NIC/CNIC of the deceased shareholder.
3. Original share certificates for \_\_\_\_\_ shares registered in the name of the deceased shareholder.
4. Details of outstanding dividend warrants (if any), amounting to Rs. \_\_\_\_\_, issued in the name of the deceased shareholder.
5. Attested copy of the CNIC of the legal heir/applicant.

Your prompt response and guidance in this matter will be greatly appreciated.

**Regards,**

**Signature:**

**Name:** \_\_\_\_\_

**Father's/Husband's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**CNIC #:** \_\_\_\_\_

**Contact #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Information:**

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