**LETTER FOR REPORTING DEATH OF SHAREHOLDER AND TRANSMISSION OF HIS / HER SHARES AND DIVIDENDS**

Date:

The Shares Registrar, Fazal Cloth Mills Ltd

**Vision Consulting Limited,**

3C, LDA Flats, Lawrence Road, Lahore.

Dear Sir,

Please be informed that my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(relation) named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of shareholder) is passed away on \_\_\_\_\_\_\_\_\_.

He/she was the shareholder of **FAZAL CLOTH MILLS LIMITED**  under folio number \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In this regard, I am forwarding herewith following documents and request you to kindly let me know the formalities for transfer of his/her shares and outstanding dividends to his/her legal heirs:

* Notarized copy of death certificate of deceased shareholder (name of shareholder)
* Notarized copies of Computerized National Identity Card (CNIC) of the deceased shareholder and myself.
* Share certificates for shares registered in the name of deceased shareholder.

• outstanding dividend warrant (if any) for Rs. issued by the company in the name of deceased shareholder.

Your early response in this regard will be highly appreciated. Regards,

**Signature**

Name:

Father’s/Husband’s name

Relation with deceased shareholder:

Address:

CNIC #

Contact Tel. #:

**Encl:** as state above