



Letter for Transmission of Share

The Manager,
Digital Custodian Company
Limited,
Perdesi House 2/1 R-Y, Old
Queens Road, Karachi,
Pakistan - 74200

Dear Sir,

CompanyName _____

Sub: Intimation of Death of Shareholder

Dear Sir,

Reference to the captioned subject; I regret to inform you that the following shareholder of the company has been expired.

Deceased Shareholder Details:

Folio No:	
Deceased Shareholder Title:	
Father/ Husband Name:	
CNIC No:	
Date of Death:	

Applicant Details:

Name:	
Father/ Husband Name:	
Relation with Deceased Shareholder:	
Mailing Address:	
Cell No:	
E-mail Address:	

You are therefore requested to please let me inform the formalities required for transmission of shares and dividend warrants in favor of the legal heir(s) of the deceased shareholder.

Regards,

Signature with Date

Note: This letter duly filled and signed along with a photocopy of the Computerized National Identity Card (CNIC) shall be sent to the below-mentioned e-mail address, sent by courier at our above address, or submit at our counter.

Email,
share.registrar@digitalcustodian.co
Telephone No: 92- 021- 32430485



GENERAL GUIDELINES FOR PROCESSING TRANSMISSION CASE:

following documents are required to process a transmission case:

- i. **Notarized copy of** death certificate of the deceased shareholder.
- ii. **Copy of** Petition for Succession.
- iii. **Copy** of Court Order.
- iv. **Notarized copy of** Computerized National Identity Cards (CNIC) of deceased shareholder & legal heir(s).
- v. **Original shares** certificates (if any) of the company registered in the name of the deceased shareholder (please refer note below).
- vi. **Original** dividend warrants (if any) in the name of the deceased shareholder.

Note:

Moreover, please note that necessary legislation has been passed by National and Provincial assemblies (except Baluchistan) and now National Database Registration Authority (**NADRA**) has been authorized to issue a **Succession Certificate**. In this context, please arrange to furnish us a **notarized copy** of the Succession Certificate issued by NADRA for securities registered in the name of the deceased shareholder.

In case the legal heirs of the deceased have already obtained a Succession Certificate from any Court of Law or the same is under process, then the following documents would be required:

- i. Notarized copy of Petition for Succession;
- ii. Court attested copy of Court's Order; and
- iii. Court attested copy of Succession Certificate.

Note:

- i. Please coordinate with us before arranging the following documents:
 - i. Copy of Petition for Succession
 - ii. Copy of Court Order; and
 - iii. Succession Certificate.
- ii. Furthermore, you are requested to please forward us original share certificates registered in the name of the deceased shareholder only upon receipt of instruction from DCL
- iii. Any additional document(s) required for processing the request will be communicated accordingly.

Note: This letter duly filled and signed along with a photocopy of the Computerized National Identity Card (CNIC) shall be sent to the below-mentioned e-mail address or submitted at our counter.