

Specimen Letter for Updating of Address / Bank Details / IBAN

Date: _____

The Manager,
Registrar: THK Associates (Pvt.) Limited
Plot No.32-C, Jami Commercial Street-2,
Behind UBL Khayaban-e-Jami Branch,
DHA Phase-7, Karachi-75500.
Tel # 021-35310191-93 or email at sfc@thk.com.pk

Dear Sir,

Name of Company: _____

Updating of Bank Details / IBAN

I would like to inform you that my particulars are as under. It is requested that my all cash dividends amount as declared by the company, may be credited into the following IBAN bank account:

Name of Company	
Folio No.	
Name of Shareholder	
CNIC # (Valid and Legible Copy enclosed)	
Contact No.	
Email Address	
International Bank Account Number (IBAN - 24 digit) Mandatory	PK
Bank's Name	
Branch Name/Address	
New Mailing Address	

It is stated that the above-mentioned information is correct and that I will intimate the changes in the above-mentioned information to the company and the concerned Share Registrar as soon as these occur.

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, our public dealing timings are 9:30 a.m. to 12:30 p.m. and 2:30 p.m. to 4:30 p.m. (Monday to Friday).