

## Specimen Letter for Updating of Address / Bank Details / IBAN

Date: \_\_\_\_\_

The Manager,  
Registrar: THK Associates (Pvt.) Limited  
1<sup>st</sup> Floor, 40-C, Block 6,  
P.E.C.H.S, Karachi-75400  
Tel # 021-111-000-322 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 # <b>(Valid and Legible Copy enclosed)</b>	
Contact No.	
E-mail 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).