

LETTER FOR NON-RECEIPT OF DIVIDEND WARRANT

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

The Manager  
Shares Registrar Department  
Central Depository Company of Pakistan Limited  
CDC House, 99-B, Block –B,  
S.M.C.H.S, Main Shakra-e-  
Faisal,  
Karachi-74400.

Dear Sir,

COMPANY NAME: HI-TECH LUBRICANTS LIMITED  
NON-RECEIPT OF DIVIDEND WARRANT

Please be informed that I / We have not received my / our dividend warrant issued by company for the period / year ended \_\_\_\_\_.

You are requested to kindly check and let me know the status of my dividend warrant at your earliest.

My particulars are as follows:

Folio / CDC Account #: \_\_\_\_\_

Name of Shareholder: \_\_\_\_\_

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

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

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

Contact No: \_\_\_\_\_

Your early response in this regard will be highly appreciated.

Regards,

\_\_\_\_\_  
Signature of Shareholder

Encl: Photocopy of CNIC

The Director / Company Secretary,  
M/s HI-TECH LUBRICANTS LIMITED  
Lahore.

Dear Sir,

**Letter of Indemnity for Issue of Duplicate Dividend Warrant(s)**

I, \_\_\_\_\_ S/W/D of \_\_\_\_\_ Muslim, adult, residing at \_\_\_\_\_  
\_\_\_\_\_ do hereby declare that dividend warrant(s) as detailed below has been lost / misplaced:

Sr. No.	Dividend Warrant #	Folio/CDS A/c #	Name of Shareholder	Amount (Rs.)	Dividend Issue #

In consideration of your issuing to me /us the duplicate dividend warrant(s) in lieu of the above warrant(s), I/We,  
\_\_\_\_\_ S/W/D of \_\_\_\_\_ (Applicant) and I/We \_\_\_\_\_  
S/W/D of \_\_\_\_\_ (Guarantor) do hereby declare that I/We will hold **M/s HI-TECH LUBRICANTS LIMITED**  
harmless and indemnified against all claims, losses, damages, costs, charges and expenses which your company may sustain due to  
issuing the duplicate dividend warrant(s).

I/We further declare that the said dividend warrant(s) have not been hypothecated, mortgaged, negotiated or dealt with in any manner  
whatsoever and do hereby undertake to deliver you the original dividend warrant(s) in question if and when it comes to my/our hand at any  
future date.

I/We also hereby declare that whatsoever is stated above is true to the best of my/our knowledge and nothing has been concealed.

Date this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

**WITNESSES :**

**(1)**  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
CNIC No: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Tel. # \_\_\_\_\_

**SIGNED AND DELIVERED BY THE  
WITHIN NAMED APPLICANT:**  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
CNIC No: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Tel. # \_\_\_\_\_

**(2)**  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
CNIC No: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Tel. # \_\_\_\_\_

**SIGNED AND COMPLETED  
BY THE GUARANTOR:**  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
CNIC No: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Tel. # \_\_\_\_\_

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**IMPORTANT INSTRUCTIONS:**

- All under noted requirements should be fully complied with; otherwise indemnity will not be accepted and returned.
1. Original, Notarized Indemnity Bond on Rs. 500/- Stamp Paper should be submitted to the Share Registrar Department of Central Depository Company of Pakistan Limited along with attested copies of valid Computerized National Identity Cards (CNIC) of Applicant(s), Guarantor and Witnesses.
  2. Applicant(s) signature must match with the specimen available in company's records, while in case of CDS account holder, his / her signature must tally with the signature appearing on his / her CNIC.
  3. Each page of Indemnity Bond must be signed by the Applicant(s) and Guarantor.

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