

## Standard Request Form for Annual Report(s)

(SECP-SRO No. 470(I)/2016, dated May 31, 2016)

Dear Shareholders,

### **Transmission of Annual Audited Accounts Through Hard Copies Instead of CD/DVD/USB**

The Securities and Exchange Commission of Pakistan, vide S.R.O 470(I)/2016 dated May 31, 2016, has allowed companies to circulate their annual balance sheet, profit and loss account, auditor's report, directors' report and ancillary statements/notes/documents (Annual Audited Accounts) along with notice of annual general meeting to the registered addresses of its certificate holders in electronic form through CD/DVD/USB.

However, Shareholders may request a hard copy of the Annual Audited Accounts along with notice of annual general meeting to be sent to their registered address instead of receiving the same in electronic form on CD/DVD/USB. If you require a hard copy of the Annual Audited Accounts, please fill the following form and send it to the Company Secretary at the address given below.



Dated: \_\_\_\_\_

The Company Secretary  
Habib Metropolitan Bank Limited  
Spencer Building  
I.I. Chundrigar Road  
Karachi – Pakistan.

Dear Sir,

### **Request for Hard Copy of Annual Audited Accounts of Habib Metropolitan Bank Limited**

I / We \_\_\_\_\_ hereby request that a hard copy of the Annual Audited Accounts along with notice of annual general meeting be sent to me through post. My / our particulars are as follows:

CDC Account / Folio Number:	
Registered / Postal Address:	
Email Address:	
Contact Number:	
CNIC Number:	

Yours truly,

\_\_\_\_\_  
Signature of Shareholder(s)

#### **NOTES:**

1. In case where shares are registered under joint name(s), all joint holders should sign this request form.
2. Signature of the shareholders (having physical shares) must tally with the specimen signature available with Share Registrar.
3. Please attach copy of valid CNIC(s)
4. After necessary verification, the above instruction will be noted for the above referred Folio or CDC Account number.
5. Signed request along with copies of CNICs, can also be sent through email address [company.secretary@habibmetro.com](mailto:company.secretary@habibmetro.com).