



8-F Near Hotel Faran, Nursery
 Block 6, P.E.C.H.S,
 Shahrah-e-Faisal Karachi
 Telephone (9221) 34380101-5
 Facsimile (9221) 34380106
www.famco.com.pk

_____, 2018

Dear Shareholder,

1. Electronic Credit Mandate (Mandatory)

We wish to inform you that in accordance with the provisions of Section 242 of the **Companies Act, 2017**, it is mandatory for a listed company to pay cash dividend to its shareholders **only through electronic mode** by remitting directly into the bank account designated by the entitled shareholders (“the Bank Account”).

In order to receive your dividends directly into your Bank Account, please complete the particulars as mentioned below and return this letter duly signed **along with a copy of your valid CNIC** to the Registrar of the Company **M/s FAMCO Associates (Pvt.) Limited, 8-F, Near Hotel Faran, Nursery, Block 6, P.E.C.H.S., Shahrah-e-Faisal, Karachi.**

If you are additionally maintaining CDC account(s) then you are also requested to submit your E-Dividend Mandate directly to your broker (participant)/CDC, with whom the account is being maintained. If you have already got it updated, then no further action is required as there is no need to file separate mandate form for each Company for the CDC accounts.

2. Submission of CNIC (Mandatory)

Pursuant to the directive of the Securities and Exchange Commission of Pakistan (SECP), CNIC number is mandatorily required to be mentioned on members’ register and other statutory returns. Those shareholders who have **not submitted** a copy of their valid CNIC to the Company are once again requested to submit a copy of their CNIC.

Yours faithfully,

Company Secretary
 COLGATE-PALMOLIVE (PAKISTAN) LIMITED

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SHAREHOLDERS’S SECTION:

I hereby communicate to receive my future dividends directly in my Bank Account as detailed below:

Name of shareholder :-----
 Folio Number(s) / CDC Account Nos. :-----**COLGATE-PALMOLIVE (PAKISTAN) LIMITED**
 Contact number of shareholder :-----
 Title of Bank Account :-----
 IBAN Number (see Note below) :-----
 Name of Bank :-----
 Bank branch & full mailing address :-----
 :-----
 CNIC No. / Passport Number (in case of foreign shareholder) – copy attached: -----
 NTN (in case of corporate entity) :-----

It is stated that the above particulars given by me are correct and to the best of my knowledge; I shall keep the Company informed in case of any changes in the said particulars in future.

Shareholder’s Signature

Note: Please provide complete IBAN Number (24 digits), after checking with your concerned branch to enable electronic credit directly into your bank account.

The payment of cash dividend will be processed based on the Bank Account number alone. The Company is entitled to rely on the Account number as per your instructions. The Company shall not be responsible for any loss, damage, liability or claim arising, directly or indirectly, from any error, delay, or failure in performance of any of its obligations hereunder which is caused by incorrect payment instructions and /or due to any event beyond the control of the Company.

If undelivered, please return to.
 Colgate-Palmolive (Pakistan) Limited
 Lakson Square, Building No. 2,
 Sarwar Shaheed Road, Karachi-74200.