

Date:

Dear Sir/Madam

Company: _____ Account Number: _____ Subject: _____

We refer to your letter in respect of your holding in the above-mentioned company and hereby inform you that action(s) has been taken as indicated in the box:

- At your request, your Address/Name is changed/corrected to the new one.
- Your total Share Holding is _____ Units as at date
- We cannot change your Name / address because _____
- The amalgamation of your certificates have been done and the relative certificate (s) no for total of _____ unit is ready for collection. Please advise the nearest Diamond Bank to you for dispatch.
- We confirm that your accounts have been consolidated. The destination account is _____ with total of _____ Units.
- Your replaced/Revalidated Certificate/Dividend Warrant No(s) _____ for =N= _____ is ready for pick-up. Please advise the nearest Diamond Bank branch to you for dispatch.
- You do not have any outstanding Certificate/Dividend Warrant in our records as at date.
- We enclose an Indemnity Form for you to complete to enable us replace your certificate(s) or D/Warrant (s) which your Banker/Insurance Company will sign and stamp/seal. Please return same to us.
- Kindly visit any Diamond Bank branch with your proof of purchase and Identity card to fill the replacement form. Please state on the form your best means of dispatch to enable you receive the replaced cert without further delay.
- We enclose a Signature/Data Capture Form for you to complete. Please ensure that all the required documents stated in the form are attached accordingly.
- Your Share Certificate/Dividend Warrant has been Posted and Not Returned/Returned Unclaimed to our office
- Your share certificate is been verified, please contact your Stockbroker for your CSCS Statement.
- Your Share certificate (s) was not lodged due to _____ please contact your stockbroker.
- Others: _____

Yours faithfully,
for: **CENTURION REGISTRARS LIMITED**
EGO AZONABI
SERVICES DIVISION

BASIL AHARANWA
MANAGING DIRECTOR/CEO

Centurion Registrars Limited | 70B Acme Road | Ogba | Lagos | Nigeria

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