



Date:

Dear Sir/Madam

We acknowledge receipt of your letter dated with the title.....for your holding in the company,with Account number 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 _____
- We confirm that your accounts have been consolidated. The destination account is _____ with total..... of units.
- Your replaced/Revalidated Certificate/Dividend Warrant No(s) _____ is ready for pick-up.
- You do not have any outstanding Certificate/Dividend Warrant in our records as at date.
- We enclose a Dematerialisation Form for you to complete to enable us replace or credit into CSCS your total units. Please ensure your Bank/Insurance Company or Stocker signs and stamp/seal. Kindly attach your recent CSCS statement.
- Please note that we do not have your signature specimen in our record. Kindly send Banker's Confirmation of your signature OR copy of your Processed Transfer Form you signed through your Stockbroker to enable us treat your request.
- We enclosed a dividend request/eDividend form for your completion. Kindly ensure the authorized signatories of the bank sign, stamp and state the page number of their signature page.
- 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.
- Others:

Yours faithfully,

FOR: APEL CAPITAL AND TRUST LIMITED (REGISTRARS)

**FUNMILOLA BABALOLA
REGISTRAR**

Apel Capital & Trust Limited(Registrars)

A: 18b, Nnobi Street, Masha Surulere, Lagos state.

T: 07046126698. 08128225828 W: www.apel.com.ng, E: info@apel.com.ng