**To,**

**The President,**

**Board of Management,**

**Multan Industrial Estate,**

**Multan.**

Ref.No # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_/\_\_\_\_\_\_/ 2023

**Subject: Application for Change in the constitution.**

Dear Sir,

We M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are allottees of plot no. \_\_\_\_\_ situated in Multan Industrial Estate, Phase \_\_\_\_\_. As per record, our entity is a Partnership Concern/ Company.

Now, due to our business requirements and pursuant to amended Partnership Deed/ Form 29 dated \_\_\_\_\_\_\_\_\_\_\_\_, we hereby require sanction of change in the Constitution and update of record as per following scheme:

Details of incoming partners/ Directors:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Full Name** | **Father/ Husband Name** | **CNIC** | **Share Holding** |
| **01.** |  |  |  |  |
| **02.** |  |  |  |  |
| **03.** |  |  |  |  |
| **04.** |  |  |  |  |
| **05.** |  |  |  |  |

Details of outgoing partners/ Directors:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Full Name** | **Father/ Husband Name** | **CNIC** | **Share Holding** |
| **01.** |  |  |  |  |
| **02.** |  |  |  |  |
| **03.** |  |  |  |  |
| **04.** |  |  |  |  |
| **05.** |  |  |  |  |

*Note: Attach separate sheet in case of number of incoming/ outgoing is more than above provided space.*

Following documents are enclosed herewith:

|  |  |  |
| --- | --- | --- |
| ***Sr.*** | ***Document*** | ***Status (Yes/No)*** |
| 01. | No Objection/ Written Statement in favor of Change in Constitution:   1. ***If Partnership Firm:*** Affidavit duly executed by all the partners of the firm (including outgoing partners) on stamp paper. 2. ***If Company:*** Certified Copy of Board Resolution. |  |
| 02. | Entity Document:   1. ***If Partnership Firm:*** Certified Copy of Amended Partnership Deed, Form-D & affidavit of retiring partners etc. issued by Registrar of Firms. 2. ***If Company:*** Certified Copy of Form 29 issued by SECP. |  |
| 03. | No Objection Certificate from Bank in case of Mortgage/ Lien on Property. |  |
| 04. | Proof of Payment of Prescribed Fee |  |

It is therefore, requested that requisite Change in the Constitution may be approved as per above mentioned details.

It is hereby certified that our requested change in the constitution involves change in shares to an extent of \_\_\_\_\_\_\_\_% in total as compared to last preceding shareholding.

For & On Behalf of:

M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**S/o, D/o, W/o:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CNIC No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Sign & Stamp**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_