

To

Manager Sales, Qurtaba City

R-5 Road, Block K, Qurtaba City; Chakri Interchange P.O. Kolian Hameed Dist. Rawaplindi. (Pakistan Post preferred, if dispatched via mail)
Ph: 051 4969001-4, Fax: 051 4969007, email: info@qurtabacity.com

Subject: Request for Change of Particulars

Assalam o Alikum

I am a member of Madinatul Ilm (Guarantee) Ltd., and registered vide registration number mentioned hereunder:

Registration No. - Plot / Block No. /

I want to update my particulars in Madinatul Ilm records as under:

SECTION 1: CHANGE / UPDATE NAME OR SPELLING

1. Existing Name/Spelling	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(First)	(Middle)	(Last)
2. New Name/Spelling	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(First)	(Middle)	(Last)

SECTION 2: CHANGE / UPDATE CNIC DETAILS

1. Existing NIC Details	<input type="text"/>				
2. New CNIC Details	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>

SECTION 3: CHANGE / UPDATE SIGNATURES

<input type="text"/>	<input type="text"/>
Existing Signatures (Specimen)	New Signatures (Specimen)

SECTION 4: CHANGE IN ADDRESS [Permanent Mailing] (Check where appropriate)

1. Existing Address	<input type="text"/>
2. New Address	<input type="text"/>
	<input type="text"/>
<input type="text"/>	<input type="text"/>
(City)	(Tehsil / District)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
(Country)	(Postal / Zip Code)

SECTION 5: CHANGE IN OTHER CONTACT DETAILS

1. Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(Office)	(Residence)	(Mobile)
2. Fax	<input type="text"/>	3. Email	<input type="text"/>

Please update my particulars accordingly and send me a confirmation to this effect.

Wasalaam

Signature Name Father / Husband Name

Dated: _____

INSTRUCTIONS (General)

- 1 This form is designed to cater multiple concerns when it comes to rectify / update your Personal Information in Madinatul Ilm Records.
- 2 Each form must be accompanied by a copy of valid CNIC (NOT required for **Section 5**).
- 3 Proof of CNIC No. & Signatures ***MUST*** be provided for **Section 2 & Section 3** respectively.
- 4 ***NO*** change can be made in your personal information without this form so members are advised to go through the instructions hereunder very carefully before filling in the form.

INSTRUCTIONS (Filling the form)

1. **Section 1:** (Use if there are spelling mistakes in your name or your name is changed – ***Proof*** may be required)
 - 1.1 Write your Existing Name / Spelling as per our records.
 - 1.2 Write your Full Name / Spelling. (e.g., Syed Iqbal Raza, where ‘Syed’ is your First Name, ‘Iqbal’ is your Middle and ‘Raza’ is your Last name)
2. **Section 2:** (Use if your CNIC Number is changed)
 - 2.1 Write your Existing / Old CNIC No.
 - 2.2 Write your NEW CNIC No. which you want to update in our records.
3. **Section 3:** (Use if your Signature is changed)
 - 3.1 Print your Existing / Old Signature as per our records.
 - 3.2 Print your NEW which you want to update in our records.
4. **Section 4:** (Use if your address is changed, please ***‘Tick’*** which address you want to change, i.e., Permanent or Mailing)
 - 4.1 Write your Existing Address as per our records.
 - 4.2 Write your NEW Address which you want to update in our records.
5. **Section 5:** (Use if your Phone, Fax, Email Address is changed)