

# Notice of 17th Annual General Meeting Hi-Tech Lubricants Ltd.

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## RESILIENCE IN ACTION

LEARNING, ADAPTING AND EMERGING STRONGER

# NOTICE OF 17<sup>TH</sup> ANNUAL GENERAL MEETING OF HTL



Notice is hereby given that 17<sup>th</sup> Annual General Meeting of shareholders of Hi-Tech Lubricants Ltd. (the "Company") will be held on **Friday 24.10.2025 at 11:00 Hours at Jinnah Auditorium, Lahore Chamber of Commerce and Industry (LCCI), situated at 11-Shahrah-e-Aiwan-e-Tijarat, Lahore and via video link / Zoom application** to transact following businesses:

## **ORDINARY BUSINESSES**

1. To confirm minutes of 16<sup>th</sup> Annual General Meeting held on 26.10.2024, as submitted to PSX.
2. To receive, consider and adopt Annual Audited Financial Statements of the Company for the year ended 30.06.2025 together with Auditor's and Board of Directors' reports thereon.
3. To appoint Auditors of the Company for next financial year 2025-26 and to fix their remuneration. Present auditors M/s Riaz Ahmad & Co. Chartered Accountants, retired and being eligible, offer themselves for reappointment as Auditors of the Company.

## **SPECIAL BUSINESSES**

4. To consider, and if thought fit, to pass following resolutions, with or without modifications, as special resolutions, (a) to ratify and approve transactions carried out with associated undertaking Sabra Hamida Trust (SHT) during financial year ended 30.06.2025 and (b) & (c) to authorize Board of Directors to approve all related party transactions carried out and to be carried out with SHT during financial year ending 30.06.2026 and thereafter till next AGM of the Company.

(a) **"Resolved that** following transactions as carried out by the Company with related party Sabra Hamida Trust (SHT) during financial year ended 30.06.2025 be and are hereby ratified and approved".

Name(s)	Nature of Transactions	Amount (PKR)
Sabra, Hamida Trust (SHT)	Donations under CSR Policy	18,000,000/-

(b) **"Further resolved that** Board of Directors of the Company be and is hereby authorized to approve all transactions carried out and to be carried out with SHT up to the amount of PKR 30 Million during financial year ending 30.06.2026 and thereafter till next AGM of the Company."

(c) **"Further resolved that** all transactions of the Company with SHT during financial year ending 30.06.2026 and thereafter till next AGM of the Company, including as approved by Board of Directors under above authorization, shall be deemed to have been approved by shareholders, and same shall also be placed before shareholders in next annual general meeting for their formal ratification / approval."

5. To consider, and if thought fit, to pass following resolutions, with or without modifications, as special resolutions (a) to ratify and approve transactions carried out with wholly owned subsidiary company Hi-Tech Blending (Private) Limited (HTBL) during financial year ended 30.06.2025 and (b) & (c) to authorize Board of Directors to approve all related party transactions carried out and to be carried out with HTBL during financial year ending 30.06.2026 and thereafter till next AGM of the Company;

(a) **"Resolved that** following transactions as carried out by the Company with related party and wholly owned subsidiary company Hi-Tech Blending (Private) Limited (HTBL) during financial year ended 30.06.2025 be and are hereby ratified and approved"

Name(s)	Nature of Transactions	Amount (PKR)
Hi-Tech Blending (Private) Limited (HTBL) (HTBL is a wholly owned subsidiary company of HTL)	Sale of Lubricants	2,582,362
	Purchase of Lubricants	6,975,090,919
	Lease Rentals Paid	3,000,000
	Short term loan given	512,800,000
	Short term loan repaid	512,800,000
	Interest Received on Short Term loan	36,714,195

(b) **“Further resolved that** Board of Directors of the Company be and is hereby authorized to approve all transactions carried out and to be carried out with HTBL during financial year ending June 30, 2026 and thereafter till next AGM of the Company.”

(c) **“Further resolved that** all the transactions of the Company with HTBL during financial year ending 30.06.2026 and thereafter till next AGM of the Company, including as approved by Board of Directors under above authorization, shall be deemed to have been approved by shareholders, and same shall also be placed before shareholders in next annual general meeting for their formal ratification / approval.”

6. To transact any other business with the permission of the Chair.

**BY ORDER OF THE BOARD**



(Fraz Amjad Khawaja)

**COMPANY SECRETARY**

**Lahore, Friday, 03.10.2025**

Note: The Statements of Material Facts under Section 134(3) of the Companies Act, 2017 pertaining the Special Businesses of Notice concerning information as required to be disclosed under applicable provisions of relevant laws and regulations is attached with this notice of AGM.

## **NOTES**

1. **Book Closure:** The share transfer books of the company will remain closed from **18-10-2025 to 24-10-2025** (both days inclusive). Transfers received in order at the office of the Company's Share Registrar, M/S CDC Share Registrar Services Limited, (CDCSRL / Share Registrar of the Company) CDC House, 99-B, Block "B", S.M.C.H.S., Main Shahrah-e-Faisal, Karachi. Telephone: +92 21 111-111-500, Fax: +92 21 34326053, Toll Free: 0800 23275 (CDCPL), Email address: [info@cdcsrsl.com](mailto:info@cdcsrsl.com), Website: <https://www.cdcsrsl.com> by the close of business (5:00 PM) on **17-10-2025** will be considered in time to be eligible for the purpose of attending and voting at 17<sup>th</sup> Annual General Meeting of the Company (hereinafter referred to in this notice as the **“AGM”**).

2. **Appointment of Proxy:** A member entitled to attend and vote at the AGM is entitled to appoint another member as a proxy to attend and vote instead of him/her. The instrument appointing a proxy must be received at the Registered Office of the company not less than 48 hours before the time fixed for AGM.

3. **Online Arrangements for AGM:** The Company has made both arrangements while also ensuring compliance with quorum and other legal / regulatory requirements of general meetings. Shareholders of the Company are encouraged to participate in AGM electronically through video link /Zoom Application and further encouraged to consolidate their attendance through proxies.

**A. Online Participation in AGM via ZOOM Application:** The shareholders are encouraged to login and participate in the proceedings of AGM through their own smart phones/computers from their own convenient locations after completing all formalities as required for verification and identification of shareholders. To attend the AGM electronically, the Login facility will be opened about half hour before start of AGM.

**B.** The shareholders of the Company, who wish to attend the AGM electronically through video link, are requested to register their following particulars by sending an e-mail at [info@masgroup.org](mailto:info@masgroup.org) latest by or before the close of business hours (5:00 p.m.) on **23-10-2025**. Emails after this date/time may remain un-respended.

Folio/ CDS Account No.	No. of Shares held	Name of Shareholder	Father's/ Husband's name	CNIC No.	Cell Phone No. with Whatsapp	Active email address

The video link and/or login credentials will be shared with the shareholders whose e-mails, containing all the requested particulars, are received at the given e-mail address by or before the date/time specified above. For any query regarding procedure /requirements of online participation in AGM, shareholders may please contact on the above-mentioned e-mail address or at +92 42 111 645 942 during business hours

**C. Online Submission of Comments / Suggestions:** The shareholders are also encouraged to send their comments / suggestions in writing, related to the proposed agenda items of the AGM by sending an email at [info@masgroup.org](mailto:info@masgroup.org) by the close of business hours (5:00 p.m.) on **23-10-2025**.

**4. Verification and Identification of Participants at AGM:** Each online participant shall authenticate his/her identity at AGM by enabling clear camera of his/her computer device / mobile etc. for verification and identification purposes.

#### **A. For Attending the Meeting**

(i) In case of Individuals, the account holder and/or sub-account holder whose registration details are uploaded as per the CDC Regulations, shall authenticate his/her identity by submitting online scan/photo of his/her original CNIC/Passport along with Participant ID & Account number at the time of login to the video link/Zoom application for attending online AGM.

(ii) In case of corporate entity, scan/photo of the Board's resolution / power of attorney with specimen signature of the nominee shall be submitted online (unless it has been provided earlier) at the time of login to the video link/Zoom application for attending online AGM.

#### **B. For Appointing Proxies**

(i) In case of individuals, the account holder and/or sub-account holder, whose registration details are uploaded as per the CDC Regulations, shall submit scan/photo of the proxy form as per above requirements.

(ii) The proxy form shall be (i) duly stamped with adhesive revenue tickets of PKR 50/- and (ii) witnessed by two persons, whose names, addresses and CNIC numbers shall be mentioned on the proxy form.

(iii) Attested copies of CNIC or the Passport of beneficial owners and of the proxy shall be furnished with the proxy form.

(iv) The proxy shall submit scan/photo of his original CNIC or Passport at the time of login to the video link/Zoom application for attending online AGM.

(v) In case of corporate entity, scan/photo of the Board's resolution / power of attorney with specimen signature thereon shall be submitted online (unless it has been provided earlier) along with proxy form to the Company at the time of login to the video link/Zoom application for attending online AGM.

**5. Correspondence by Shareholders:** The shareholders must identify themselves by quoting their respective Folio/ CDS Account numbers in all correspondence with the Company and/or with Share Registrar of the Company for any purpose including but not limited to the Online Participation in AGM, Comments & Suggestions on proposed agenda items in AGM / Transfers & Transmissions of shares, and Changes/Updates in CNIC/NICOP / Passport # IBAN/ Correspondence Address / Email Address / Mobile Phone # etc.

**6. Video Conferencing Facility:** If the Company receives consent from shareholders holding aggregate 10% or more shareholding, residing in geographical location to participate in the meeting through video conference at least 7 days prior to the date of AGM, the Company will arrange video conference facility in that city subject to availability of such facility in that city.

In this regard, please fill the following and submit to registered address of the company at least 7 days prior to the date of AGM.

"I/We, \_\_\_\_\_ of \_\_\_\_\_, being a member of Hi-Tech Lubricants Limited, holder of \_\_\_\_\_ ordinary share(s) as per Registered Folio/CDC Account/Sub Account No. \_\_\_\_\_ hereby opt for video conference facility at \_\_\_\_\_.

**7. Placement of Notice & Proxy Forms (English & Urdu) and Financial Statements on the Company's Website:** The Company has placed the Notice of AGM along with Form of Proxy in English & Urdu languages and the Audited Financial Statements for last completed financial year ended 30.06.2025 along with Auditor's and Directors' Reports thereon on the Company's website: [www.hitechlubricants.com](http://www.hitechlubricants.com) and at PUCARS website of PSX <https://dps.psx.com.pk/company/HTL>.



**8. Transmission of Audited Financial Statements & Notices of General Meetings:** Audited financial statements of the Company are being sent to shareholders through printing of QR Enabled Code and Weblink on the printed notice of AGM which is being sent/dispatched to all shareholders through post/courier. Soft copies of any or all the documents and information of the Company including audited financial statements and notices of general meeting are also being sent electronically through emails to shareholders whose email addresses are available with the Company, however, the Company shall provide hard copies of Audited Financial Statements and notices of general meetings to its shareholders, on their written request, free of cost, within seven days of receipt of such request.

**9. Voting on the Special Businesses:** Entitled shareholders of the Company are being allowed to exercise their right to Vote through Electronic Voting and Voting by Post on the Special Businesses of the notice of AGM, in the manner and subject to the conditions contained in the Companies (Postal Ballot) Regulations, 2018;

**A. Procedure for Electronic Voting:** M/S CDC Share Registrar Services Ltd. (CDCSRSL/Share Registrar of the Company/E-Voting Service Provider for the Company) has been appointed as e-voting Service Provider of the Company for the Special Businesses to be conducted in AGM;

(i) Details of electronic voting (including website address, Login and Password) shall be provided to entitled shareholders of the Company through their email addresses as available with the Company, whereas security codes will be communicated to the shareholders through SMS on their mobile phone numbers as available with the Company from the web portal of CDCSRSL;

(ii) Identities of shareholders shall be authenticated through electronic signatures/authentication for login;

(iii) E-voting lines will open at **9:00 hours on 21.10.2025 and close at 17:00 hours on 23.10.2025**. No subsequent change will be allowed once the vote is cast during this period.

**B. Procedure for Voting by Post:** Shareholders may complete and sign the Ballot Paper and send the same along with the copy of valid and legible copy of Computerized National Identity Card (CNIC) either through scan & email or via courier/post to the address as mentioned on the Ballot Paper till **23.10.2025**. The signature on the ballot paper must match with signature on CNIC.

**10. Mandatory Conversion of Physical Share Certificates into Book Entry Form:** In continuation to Company's efforts to follow up through newspaper advertisements with all shareholders holding shares in physical form as required under SECP's letter number CSD/ED/Misc. /2016-639-640 dated March 26, 2021, the shareholders holding Physical Share Certificates must comply with section 72 of Companies Act 2017 and they should open their respective account(s) with Central Depository Company of Pakistan Limited (CDC) (either Investor Account directly with CDC or sub-account under any eligible broker) and must convert their respective physical shares into book entry forms on priority basis. Shareholders may contact Share Registrar of the Company to understand the process of conversion of physical shares into the book entry form and benefits of holding book entry shares.

**11. Appointment of Scrutinizer and Purpose of Appointment:** M/S Riaz Ahmed and Company, Chartered Accountants, (the External Auditors of the HTL) has been appointed by the Board as Scrutinizer for the purposes of Special Business to be conducted in the AGM.

## STATEMENT OF MATERIAL FACTS U/S 134(3) OF THE COMPANIES ACT, 2017

This Statement sets out Material Facts pertaining to the **Special Businesses to be transacted** at 17th AGM of Hi-Tech Lubricants Limited which is to be held on **Friday 24.10.2025 at 11:00 Hours at Jinnah Auditorium, Lahore Chamber of Commerce and Industry (LCCI), situated at 11-Shahrah-e-Aiwan-e-Tijarat, Lahore and via video link / Zoom application.**

**1. Agenda Item No. 4 of Notice of AGM:**

**(a) Ratification and Approval of Related Party Transactions with SHT**

All the transactions with Sabra Hamida Trust (SHT), an associated undertaking of the Company, during the period from 01.07.2024 to 30.06.2025 are entered into by the Company in the ordinary course of business and at Arm's Length Basis under Related Party Transactions Policy of the Company and under approval of the Company's shareholders in Annual General Meeting held on 26.10.2024 to the Board of Directors of the Company regarding authorization to the Board to approve all related party transactions of the Company with SHT during the financial year 2024-2025. Record consisting of details of all the transactions along with all supporting documents is maintained as per legal requirements and available in the registered office of the Company. All Contributions to SHT are Tax Exempted under Clause (C) of Sub Section (36) of Section 2 of Income Tax Ordinance 2001 Vide FBR Letter No.2769/J Dated: Jan.14, 2014.

# STATEMENT OF MATERIAL FACTS U/S 134 (3) OF THE COMPANIES ACT, 2017



Nature and amount of Transactions along with applicable Pricing Policy are detailed below;

Name(s)	Nature of Transactions	Amount (PKR)	Pricing Policy
Sabra, Hamida Trust (SHT)	Donations under CSR Policy	18,000,000/-	As per approved CSR Policy of the Company, and approval of the Company's shareholders in AGM dated 26-10-2024 regarding authorization to the Company's Board of Directors to approve all transactions of the Company with SHT during the financial year 2024-25.

The transactions of the Company with SHT have been approved by the Board in the quarterly/annual financial statements during the fiscal year 2024-25 under the authority given by the shareholders in AGM held on 26.10.2024 to the Board of Directors of the Company, however, the Board decided to place above related party transaction concluded during the fiscal year 2024-25 before the shareholders in AGM for ratification and approval due to the interests/concerns of directors named as (i) Mr. Hassan Tahir, (ii) Mr. Muhammad Ali Hassan, (iii) Mr. Shaukat Hassan, (iv) Ms. Mavira Tahir and (v) Ms. Mehvish Khan in the above referred related party transactions due to common directorship / Trusteeships and / or relationships amongst common Directors-Trustees and further in compliance to special resolution passed by the shareholders in last AGM.

## **(b) & (c) Authorization for the Board of Directors to approve related party transactions during the financial year ending 30.06.2026**

The company is and shall be conducting transactions of Donations under CSR Policy of the Company with SHT during the financial year ending 30.06.2026 and thereafter till next AGM of the Company , and subsequently, in the ordinary course of business and at Arm's Length Basis as per the approved policy with respect to transactions with related parties in the normal course of business, and therefore, all the future transactions with SHT shall be approved by the Board of Directors on quarterly basis. Considering the interests/concerns of five out of ten Directors due to their common directorship/trusteeship and/or relationship with Trustees of SHT, the related parties' transactions of the fiscal year 2025-26 and thereafter till next AGM of the Company are suggested to be placed before the shareholders.

Accordingly, approval of shareholders is being sought to authorize Board of Directors of the Company to approve all transactions carried out and to be carried out with SHT during the financial year ending 30.06.2026 and thereafter till next AGM of the Company, which transactions shall be deemed to be approved by Shareholders up to the extent of amount mentioned above. The nature and scope of such related party transactions is explained above in the statement of relevant agenda item. The related party transactions are and to be conducted during the financial year ending 30.06.2026 and thereafter till next AGM of the Company, shall then be placed before the shareholders in the next AGM for their formal approval/ ratification.

The directors, sponsors, majority shareholders and their relatives are not interested, directly or indirectly, in the above special business except to the extent of their respective shareholdings in the Company and to the extent of their common directorship / Trusteeships and/or relationships amongst common Directors-Trustees.

## **2. Agenda Item No. 5 of Notice of AGM:**

### **(a) Ratification and Approval of Related Party Transactions with HTBL**

All the transactions of the Company with Hi-Tech Blending (Pvt) Ltd. (HTBL), the wholly owned subsidiary of the Company, during the period 01.07.2024 to 30.06.2025 are entered into by the Company in the ordinary course of business and at Arm's Length Basis under Related Party Transactions Policy of the Company and under approval of the Company's shareholders in Annual General Meeting held on 26.10.2024 to the Board of Directors of the Company regarding authorization to the Board to approve all related party transactions of the Company with HTBL during the financial year 2024-2025. Record consisting of details of all the transactions along with all supporting documents is maintained as per legal requirements and available in the registered office of the Company.

# STATEMENT OF MATERIAL FACTS U/S 134 (3) OF THE COMPANIES ACT, 2017



HTL is parent company of HTBL and controls it, whereas other commercial reasons for entering into RPTs with HTBL are the following;

- To tap domestic market through localization and to obtain benefits of the market as it has grown appreciably in latest many years and major brand has a vast gap to tap retail segments of the country along with high end industrial and corporate sectors with major volumes.
- State of the art and elaborated testing facilities at subsidiary company.
- To ensure smooth supply chain and to avoid shortages.
- To ensure freight cost saving by building warehouses at the land of subsidiary so as to make cohesion between purchase and dispatch management.

Nature and amount of Transactions along with applicable Pricing Policy are detailed below;

Name(s)	Nature of Transactions	Amounts (PKR)	Pricing Policy
	Sale of Lubricants	2,582,362	As per approved contract between the Company & HTBL, related party policy and approval of shareholders in AGM dated 26.10.2024 regarding authorization to the Company's Board of Directors to approve all transactions of the Company with HTBL during the financial year 2024-25.
	Purchase of Lubricants	6,975,090,919	As per approved contract between the Company & HTBL, related party policy and approval of shareholders in AGM dated 26.10.2024 regarding authorization to the Company's Board of Directors to approve all transactions of the Company with HTBL during the financial year 2024-25.
Hi-Tech Blending (Private) Limited (HTBL) (HTBL is a wholly owned subsidiary company of HTL)	Lease Rentals Paid	3,000,000	As per approved lease agreement, Comparable uncontrolled price method and Market Rent Prevalent in the vicinity and approval of the Company's shareholders in AGM dated 26-10-2024 regarding authorization to the Company's Board of Directors to approve all transactions of the Company with HTBL during the financial year 2024-25.
	Short term loan given	512,800,000	As per approved contract between the Company & HTBL, related party policy and approval of shareholders in AGM dated 26.10.2024 regarding authorization to the Company's Board of Directors to approve all transactions of the Company with HTBL during the financial year 2024-25.
	Short term loan repaid	512,800,000	As per approved contracts between the Company & HTBL, related party policy and approval of shareholders in AGM dated 26.10.2024 regarding authorization to the Company's Board of Directors to approve all transactions of the Company with HTBL during the financial year 2024-25.
	Interest Received on Short Term loan	36,714,195	As per approved contracts between the Company & HTBL, related party policy and approval of shareholders in AGM dated 26.10.24 regarding authorization to the Company's Board of Directors to approve all transactions of the Company with HTBL during the financial year 2024-25.

# STATEMENT OF MATERIAL FACTS U/S 134 (3) OF THE COMPANIES ACT, 2017



The transactions of the Company with HTBL have been approved by the Board in the quarterly / annual financial statements during the fiscal year 2024-25 under the authority given by the shareholder in AGM held on 26.10.2024 to the Board of Directors of the Company, however, the Board decided to place above related party transaction concluded during the fiscal year 2024-25 before the shareholders in AGM for ratification and approval due to the interests/concerns of directors named as (i) Mr. Hassan Tahir, (ii) Mr. Muhammad Ali Hassan, (iii) Mr. Shaukat Hassan, (iv) Ms. Mavira Tahir (v) Ms. Mehvish Khan and (vi) Mr. Faraz Akhtar Zaidi in the above referred related party transactions due to common directorship and/or relationships amongst common Directors Trustees and further in compliance to special resolution passed by the shareholders in last AGM.

## **(b) & (c) Authorization for the Board of Directors to approve related party transactions during the financial year ending 30.06.2026**

The company is and shall be conducting transactions with HTBL including sale and purchase of goods, loan disbursements and payment of lease rentals etc. during the financial year ending 30.06.2026 and thereafter till next AGM of the Company, and subsequently, in the ordinary course of business and at Arm's Length Basis as per the approved policy with respect to transactions with related parties in the normal course of business, and therefore, all the future transactions with HTBL shall be approved by the Board of Directors on quarterly basis. Considering the interests/concerns of Directors due to their common directorship and/or relationship with Directors of HTBL, the related parties' transactions of the fiscal year 2025-26 and till next AGM of the Company are suggested to be placed before the shareholders.

Accordingly, approval of shareholders is being sought to authorize Board of Directors of the Company to approve all transactions carried out and to be carried out with HTBL during the financial year ending 30.06.2026 and thereafter till next AGM of the Company, which transactions shall be deemed to be approved by Shareholders. The nature and scope of such related party transactions is explained above in the statement of relevant agenda item. The related party transactions are and to be conducted during the financial year ending 30.06.2026 and thereafter till next AGM of the Company, shall then be placed before the shareholders in the next AGM for their formal approval / ratification.

All other statements of related party transactions during financial year were executed at Arm's Length Basis and under Related Party Transactions Policy of the Company, and approved by Board on recommendations of Audit Committee. There was no departure from the guidelines mentioned in applicable Corporate Governance Regulations for such transactions.

The directors, sponsors, majority shareholders and their relatives are not interested, directly or indirectly, in the above special business except to the extent of their respective shareholdings in the Company and to the extent of their common directorship and/or relationships amongst common directors.



## PROXY FORM

I/We \_\_\_\_\_ a member / member of **Hi-Tech Lubricants Limited** and holder of \_\_\_\_\_ shares as per Share Register Folio # / CDC Participant I.D. Participant ID # Sub A/C # / Investor A/C # \_\_\_\_\_ do hereby appoint \_\_\_\_\_ of \_\_\_\_\_ or failing him \_\_\_\_\_ of who is also member of the Company vide Registered Folio # \_\_\_\_\_ as my/our Proxy to attend, speak and vote for me /us and on my / our behalf at the **Annual General Meeting** of the Company to be held on **Friday 24.10.2025 at 11:00 hours** and at Jinnah Auditorium, Lahore Chamber of Commerce and Industry (LCCI), Situated at 11-Shahrah-e-Aiwan-e-Tijarat, Lahore.

As witness my/our hand this \_\_\_\_\_ day of October, 2025 at \_\_\_\_\_.

Witness's Signature \_\_\_\_\_

Name \_\_\_\_\_

CNIC # \_\_\_\_\_

Address \_\_\_\_\_

Affix Revenue  
Stamp of Rs. 50/-

Witness's Signature \_\_\_\_\_

Name \_\_\_\_\_

CNIC # \_\_\_\_\_

Address \_\_\_\_\_

Member's Signature

Date:

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Place:

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**NOTE:** A member entitled to attend and vote at the AGM is entitled to appoint another member as a proxy to attend and vote instead of him/her. The instrument appointing a proxy must be received at the Registered Office of the company not less than 48 hours before the time fixed for AGM.

**For Appointing Proxies:** a. In case of individuals, the account holder and/or sub-account holder, whose registration details are uploaded as per the CDC Regulations, shall submit scan/photo of the proxy form as per above requirements.

b. The proxy form shall be (i) duly stamped with adhesive revenue tickets of PKR 50/- and (ii) witnessed by two persons, whose names, addresses and CNIC numbers shall be mentioned on the proxy form.

c. Attested copies of CNIC or the Passport of beneficial owners and of the proxy shall be furnished with the proxy form.

d. The proxy shall submit scan/photo of his original CNIC or Passport at the time of login to the video link / Zoom application for attending online AGM.

e. In case of corporate entity, scan/photo of the Board's resolution / power of attorney with specimen signature thereon shall be submitted online (unless it has been provided earlier) along with proxy form to the Company at the time of login to the video link/Zoom application for attending online AGM.

## مختار نامہ

میں / ہم \_\_\_\_\_  
کا / کے \_\_\_\_\_  
بحیثیت رکن ہائی-ٹیک لبریکنٹس لمیٹڈ اور حامل حصص، بمطابق شیئرز رجسٹرڈ فوئیو نمبر \_\_\_\_\_  
اور / یا سی ڈی سی پارٹیڈ پینٹ (شرکت آئی ڈی نمبر) \_\_\_\_\_  
اور سب اکاؤنٹ (ذیلی کھاتہ) نمبر \_\_\_\_\_  
محترم / محترمہ \_\_\_\_\_  
مورخہ 24 اکتوبر 2025ء بروز جمعہ بوقت 11 بجے دن، بمقام جناح آڈیٹوریم، لاہور جیمبر آف کامرس اینڈ انڈسٹری (ایل سی آئی)، 11 شاہراہ ایوان تجارت لاہور۔  
کو اپنے / ہمارے ایما پر \_\_\_\_\_  
کو منعقد ہونے والے کمپنی کے سالانہ اجلاس عام میں حق رائے دہی استعمال کرنے یا کسی بھی التواء کی صورت اپنا / ہمارا بطور مختار (پراکسی) مقرر کرتا ہوں / کرتے ہیں۔  
آج بروز \_\_\_\_\_ بتاریخ \_\_\_\_\_ اکتوبر 2025ء کو دستخط کئے گئے۔

## گواہان:

<p>پچاس روپے مالیت کے رسید نکل پر دستخط</p>	دستخط: _____
	نام: _____
	پتہ: _____
کمپیوٹرائزڈ شناختی کارڈ یا پاسپورٹ نمبر: _____	
<p>دستخط کمپنی کے نمونہ دستخط سے مماثل ہونے چاہئیں</p>	دستخط: _____
	نام: _____
	پتہ: _____
کمپیوٹرائزڈ شناختی کارڈ یا پاسپورٹ نمبر: _____	

نوٹ: اجلاس میں شرکت اور ووٹ دینے کا اہل رکن، اجلاس میں شرکت کیلئے اپنی بجائے کسی دوسرے رکن کو اپنا نائب مقرر کر سکتا ہے۔  
نیابت فارم باقاعدہ دستخط شدہ اور مہر شدہ لازماً اجلاس سے کم از کم ۴۸ (گھنٹے قبل کمپنی کے رجسٹرڈ دفتر میں جمع کرائے جانے چاہئیں۔  
نائب کی نامزدگی کیلئے۔ a۔ فرد کی صورت میں، کھاتہ دار اور یا ذیلی کھاتہ دار جن کی رجسٹریشن کی تفصیلات سی ڈی سی ضابطے کے مطابق اپ لوڈ کر دی گئی ہوں، درج ذیل ضروریات کے مطابق نیابت فارم جمع کرانا ہوگا۔  
b۔ نیابت فارم پر دو گواہوں کی تصدیق کرنا ضروری ہے جن کے نام، پتے اور کمپیوٹرائزڈ قومی شناختی کارڈ نمبرز فارم پر درج ہو گئے۔  
c۔ حصہ داران اور ان کے نائب کے کمپیوٹرائزڈ قومی شناختی کارڈ یا پاسپورٹ کی تصدیق شدہ فوٹو کاپیاں نیابت فارم کے ساتھ منسلک ہوگی۔  
d۔ نائب اپنے اصل کمپیوٹرائزڈ قومی شناختی کارڈ یا اصل پاسپورٹ کی سکین / فوٹو آن لائن اجلاس میں شرکت کے لئے وڈیولنک / ذوم اپیلیکیشن میں لاگن کرتے وقت بھیجے گا۔  
e۔ کاروباری اداروں کی صورت میں، بورڈ آف ڈائریکٹرز کی قرارداد / پاور آف اٹارنی بمعہ نامزد شخص کے نمونہ دستخط اور نیابت فارم کی سکین / فوٹو آن لائن اجلاس میں شرکت کے لئے وڈیولنک / ذوم اپیلیکیشن میں لاگن کرتے وقت بھیجے گا، (اگر پہلے فراہم نہ کئے گئے ہوں)۔





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