EN ROUTE TO A HIGH PERFORMANCE ORGANIZATION

HI-TECH LUBRICANTS LIMITED Notice Of 10th Annual General Meeting To Be Held on October 26, 2018

NOTICE OF 10[™] ANNUAL GENERAL MEETING



Notice is hereby given that the 10th Annual General Meeting of the shareholders of Hi-Tech Lubricants Limited (HTL) will be held on Friday October 26, 2018 at 03:00 P.M. at Falettis Hotel, 24-Egerton Road, Lahore. Pakistan, to transact the following businesses:

ORDINARY BUSINESS

1. To confirm minutes of 9th annual general meeting held on 29.09.2017, as submitted to PSX.

2. To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended June 30, 2018 together with the Board of Directors' and Auditor's reports thereon.

3. To approve and declare final cash dividend of Rs. 1.75 per share i.e. @ 17.5% as recommended by the Board of Directors and also the interim cash dividend of Rs. 1.75 per share i.e. @ 17.5% (already paid), making a total of Rs. 3.5 per share i.e. @ 35% for the year ended June 30, 2018.

4. To appoint Auditors of the Company for the next financial year 2018-19 and to fix their remuneration. The present auditors M/s Riaz Ahmad & Co. Chartered Accountants, retired and being eligible, offer themselves for reappointment as Auditors of the Company.

5. To elect Ten (10) Directors as fixed by the Board of Directors in accordance with the provisions of section 159 of the Companies Act, 2017 for the next term of three years commencing on October 26, 2018. The retiring directors are; (1) Mr. Shaukat Hassan, (2) Mr. Tahir Azam, (3) Mr. Hassan Tahir, (4) Mr. Muhammad Ali Hassan, (5) Mr. Faraz Akhtar Zaidi, (6) Ms. Mavira Tahir, (7) Mr. Muhammad Tabassum Munir, (8) Dr. Safdar Ali Butt, (9) Syed Asad Abbas Hussain, (10) Mr. Moon Seek Park. All retiring Directors are eligible for re-election.

SPECIAL BUSINESS

6. To consider, and if thought fit, to pass the following resolutions as special resolutions, (a) to ratify and approve the transactions carried out with Sabra Hamida Trust (SHT) during the financial year ended June 30, 2018 and (b) & (c) to authorize the Board of Directors to approve all related party transactions carried out and to be carried out during the year ending June 30, 2019;



(a). "RESOLVED THAT the transactions carried out by the Company with the following related party for the financial year ended June 30, 2018 be and are hereby ratified and approved"

Name(s)	Nature of Transactions	Amount		
Sabra, Hamida Trust (SHT)	Donation under CSR Policy	Rs. 12 Million		

(b) "RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to approve all transactions carried out and to be carried out with above named related party for the financial year ending June 30, 2019 and till next Annual General Meeting of the Company."

(c) "RESOLVED FURTHER THAT the approval of transactions by the Board, as aforesaid, shall be deemed to have been approved by the shareholders and the transactions for the year ending June 30, 2019 shall be placed before the shareholders in the next Annual General Meeting for their formal ratification/approval."

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

BY ORDER OF THE BOARD

Lahore, October 04, 2018 (Fraz Amjad Khawaja) COMPANY SECRETARY

NOTES:

1. <u>Book Closure:</u> The share transfer books of the company will remain closed from 20-10-2018 to 26-10-2018 (both days inclusive). Transfers received in order at the office of the company's Independent Share Registrar, M/s Central Depository Company of Pakistan Limited, CDC House, 99-B, Block 'B', S.M.C.H.S. Main Shahra-e- Faisal, Karachi-74400 by the close of business (5:00 PM) on 19-10-2018 will be considered in time to be eligible for the purpose of attending and voting at 10th Annual General Meeting of HTL (AGM). Members are requested to quote always their respective Folio/CDC Account/Sub-Account numbers in all correspondence with the Company and/or its share registrar for any purpose including Transfers, CNIC/NICOP updates and change/update in addresses for correspondence, email/mobile phone numbers etc..



2. <u>Appointment of Proxy:</u> 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. For Election of Directors: Any member who seeks to contest election of Directors shall file with the Company at its registered office at 1-A, Danepur Road, GOR-1, Lahore not later than fourteen days before the AGM his / her intention to offer himself/herself for the election of directors in terms of section 159(3) of Companies Act, 2017 together with (A) Consent to act as Director under section 167(1) of the Companies Act, 2017 on a duly filled and signed Form 28, (B) Detailed Profile along with a passport size photograph and complete office address for placement onto the Company's website. (C) Active email address and valid personal cell phone number for electronic correspondence, (D) Details of holding of other offices & directorships in other companies, (E) Declarations in respect of being compliant with requirements of Listed Companies (Code of Corporate Governance) Regulations, 2017 (CCGR 2017), awareness of duties, powers and responsibilities under Companies Act, 2017 (CA2017), Rulebook of Pakistan Stock Exchange Ltd., CCGR 2017, Securities Act, 2015, Memorandum and Articles of Association of the Company and other relevant laws and regulations, (F) Declaration in respect of eligibility criteria as set out in CA2017, to act as director of a listed company, (G) Declaration of Independence in terms of section 166(2) of the Companies Act, 2017, as required under CCGR 2017 (applicable for person filing consent to act as independent director of the Company).

4. <u>Participation in AGM</u>: Members who have deposited their shares in the Central Depository System of the Central Depository Company of Pakistan Limited will have to follow the under mentioned guidelines as laid down by Securities and Exchange Commission of Pakistan:

A. For Attending the Meeting

a. 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 showing his/her original CNIC or original Passport along with Participant ID number and the Account number at the time of attending AGM.

b. In case of corporate entity, the Board's resolution / power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of AGM.

B. 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 the proxy form as per above requirements.

b. The proxy form shall be witnessed by two persons, whose names, addresses and CNIC numbers shall be mentioned on the form.



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

d. The proxy shall produce his original CNIC or original Passport at the time of AGM.

e. In case of corporate entity, the Board's resolution / power of attorney with specimen signature shall be furnished (unless it has been provided earlier) along with proxy form to the Company.

5. <u>Electronic Transmission of Financial Statements</u>: The members, who desire to opt to receive annual Audited Financial Statements and notice of AGM through e-mail, are requested to provide their written consent on the Standard Request Form available on the Company's website. The Company shall, however, provide hard copy of the annual Audited Financial Statements to its shareholders, on request, free of cost, within seven days of receipt of such request.

6. <u>Video conferencing facility:</u> If the Company receives consent from members 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. <u>Placement of Financial Statements on Website:</u> The Company has placed the Audited Annual Financial Statements for the year ended June 30, 2018 along with Auditors' and Directors' Reports thereon on company's website <u>www.hitechlubricants.com</u>

8. <u>Deduction of Withholding Tax on the amount of Dividend:</u> Pursuant to Circular No. 19/2014 dated October 24, 2014, SECP has directed all companies to inform shareholders about changes made in the Section 150 of the Income Tax Ordinance, 2001. The company, hereby advise to its shareholders, the important amendments, as under:

The Government of Pakistan has made certain amendments in section 150 of the Income Tax Ordinance, 2001 whereby different rates are prescribed for deduction of withholding tax on the amount of dividend paid by the companies. These tax rates are as under:



a. For filers of income tax returns 15% b. For non-filers of income tax returns 20%

To enable the company to make tax deduction on the amount of cash dividend whenever declared @ 15% instead of 20%, all the shareholders whose names are not entered into the Active Tax-payers List (ATL) provided on the website of Federal Board of Revenue, despite the fact that they are filers, are advised to make sure that their names are entered into ATL before the start of above mentioned book closure otherwise tax on their cash dividend will be deducted @ 20% instead of @ 15%.

For any query/problem/information, the investors may contact the Company or its Share Registrar at Telephone Number: 0800-23275 (Toll Free), email address: info@cdcpak.com

The corporate shareholders having CDC accounts are required to have their National Tax Number (NTN) updated with their respective participants, whereas, corporate physical shareholders should send a copy of their NTN certificate to the Company or its Share Registrar. The shareholders while sending NTN or NTN Certificates, as the case may be, must quote Company name and their respective folio numbers and updated mailing addresses.

In the case of shares registered in the name of two or more shareholders, each joint-holder is to be treated individually as either a filer or non-filer and tax will be deducted by the company on the basis of shareholding of each joint-holder as may be notified to the Company in writing. The joint-holders are, therefore, requested to submit their shareholdings otherwise each joint holder shall be presumed to have an equal number of shares.

9. <u>**Dividend Mandate:**</u> According to the provisions of Section 242 of the Companies Act, 2017 (the "Act"), any dividend payable in cash shall only be paid through electronic mode directly into the bank account designated by the entitled shareholders. Further, rule 3 of Companies (Distribution of Dividends) Regulations, 2017 provides that the Company should make payment of cash dividend within a period of fifteen working days from the date of its declaration. Therefore, the registered shareholders of the Company are requested to provide the following details in order to credit their cash dividends directly to their international bank account number (IBAN), if declared:

(i) in case of book-entry securities in CDS, to CDS Participants; and

(ii) In case of physical securities to the Company's Share Registrar as mentioned below.



1. Shareholder's Name;	_2. Father's / Husband's Name;
3. Folio Number;	4. Postal Address;
5. Name of Bank;	6. Name of Branch;
7. Address of Branch;	8. Title of Bank Account;
9. Bank Account Number (Complete with o	code);
10. IBAN Number * (Complete with code);	
11. Cell Number;	12. Telephone Number (if any);
13. CNIC Number (attach copy);	_ 14. NTN (in case of corporate entity, attach copy);

* IBAN number (International Bank Account Number) will be provided by your banker, containing alpha, numeric and without any space and gap.

To, Share Registrar Services: Central Depository Company of Pakistan Ltd 99–B, Block–B, S.M.C.H.S., Shahrah-e-Faisal, Karachi.

Signature of Member / Shareholder.

10. <u>Postal Ballot/E-voting:</u> In accordance with the Companies(Postal Ballot) Regulations, 2018, for the purpose of election of Directors and for any other agenda item subject to the requirements of Section 143 and 144 of the Companies Act, 2017, members will be allowed to exercise their right of vote through postal ballot i.e. by post or e-voting, in the manner and subject to the conditions contained in the aforesaid regulations.

11. <u>**Guidelines for Shareholders to Access CDC's eServices Portal:**</u> Central Depository Company (CDC) has developed Central Cash Dividend Register (CCDR) as eServices web portal which would incorporate details pertaining to cash dividends paid, unpaid or withheld by listed companies. The CCDR will help to maintain the history of dividends paid to shareholders by listed companies and access to all such information will be provided to the respective shareholders. The web portal will facilitate shareholders of listed companies in retrieving details of cash dividends from centralized register and using the same for their record purposes.</u>

You may access CCDR via <u>https://eservices.cdcaccess.com.pk</u> .In addition; the Dividend/Zakat & Tax Deduction Report can also be obtained directly from your Participant (Stock broker) which has been provided to them on their CDS terminals. Moreover, you will also receive a copy of this report on your provided/registered email addresses.

THE STATEMENT U/S 134 (3) OF THE COMPANIES ACT 2017



This statement sets out the material facts pertaining to the special business to be transacted at the 10thAnnual General Meeting of Hi-Tech Lubricants Limited (the "Company") and election of directors to be held on Friday October 26, 2018 at 03:00 P.M.

Agenda Item No. 5:Election of Directors: In terms of section 153(1) of the Companies Act, 2017, the Board of directors, at its meeting held on 08.09.2018 has fixed the number of directors for next election at 10 (ten) which are to be elected at AGM for a period of three years. Independent directors, required on the Board in terms of regulation 6(1) of the Listed Companies (Code of Corporate Governance) Regulations, 2017, shall be elected through the process of election of directors in terms of section 159 of the Companies Act, 2017 and Article of Association of the Company.

Justifications for choosing Independent Directors;

- 1. Independent Directors shall have sufficient knowledge, skills and expertise to play effective roles as independent members of the Board.
- 2. Two of the Independent Directors shall be required to chair Board's committees such as Chairman of Board's Audit Committee and Board's HR&R Committee.
- 3. Independent Directors shall attend Directors Training Program from SECP's approved institutions.
- 4. Names of Independent Directors must be registered in the Data Bank maintained by Pakistan Institute of Corporate Governance (PICG) alongwith their written consents.
- 5. Independent Directors must be eligible in terms of criteria of independence as mentioned in section 166(2) of the Companies Act, 2017, and must be willing to act as Independent Directors on the Board of listed company as required under the provisions of section 166(1) of Companies Act, 2017.
- 6. None of circumstances, as mentioned under proviso (b) to subsection 2 of section 166 of Companies Act, 2017, shall exist in relation to Independent Directors.
- 7. The directors, sponsors, majority shareholders and their relatives shall not be interested, directly or indirectly, in the selection of Independent Directors except to the extent of shares that are held by them in the Company.

Agenda Item No. 6:

(a) Ratification and Approval of Related Party Transactions

The transactions with related party in respect of contributions/donations to Sabra, Hamida Trust (SHT) presented by the Board as recommended by the Board's Audit Committee on quarterly basis pursuant to Listed Companies (Code of Corporate Governance) Regulations, 2017 (CCGR-2017).



The Board's Audit Committee recommended related party transactions relating to the donations to SHT reported in the second, third & forth quarterly unconsolidated and consolidated condensed interim financial information of Hi-Tech Lubricants Limited for consideration by the Board. Details of these transactions along with all supporting documents have been maintained as per requirements of CCGR-2017. 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.

In the meetings of the Board of Directors, majority of the Directors were interested in said transactions with SHT due to their direct or indirect relationship with trustees of SHT, and unavailability of required quorum for approval of above said transactions pursuant to section 207 of the Companies Act, 2017 required the Board to recommended the same for placement before the shareholders of the Company in the general meeting for approval.

All the other statements of related party transactions during the year were executed at Arms-Length-Price. There was no departure from the guidelines mentioned in CCGR-2017 for such transactions.

Pursuant to above, these transactions have to be approved by the shareholders in AGM.

(b) & (c) <u>Authorization for the Board of Directors to approve related party transactions during the</u> <u>financial year ending June 30, 2019 and till next AGM</u>

The company is and shall be conducting transactions with its related parties during the financial year ending June 30, 2019 and subsequently, on arm's length basis as per the approved policy with respect to transactions with related parties in the normal course of business. The related parties' transactions in which majority of Directors are interested due to their relationship with trustees of related party, therefore necessitates approval of 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 such related party during the financial year ending June 30, 2019 and till next AGM, which transaction 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 June 30, 2019, 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 shares that are held by them in the Company.

ENCLOSING CD FOR TRANSMISSION OF ANNUAL AUDITED ACCOUNTS



Securities & Exchange Commission of Pakistan (SECP) vide notification S.R.O. No. 470 dated May 31, 2016 has allowed listed companies to circulate annual balance sheet and profit and loss accounts, auditor's report and director's report (Annual Audited Accounts) to its members through CD/DVD/USB at their registered addresses.

The members of the Company unanimously passed a resolution in Extraordinary General Meeting of the Company duly convened on June 16, 2016 regarding transmission of Annual Audited Accounts of the Company through CD/DVD/USB to its members at their registered addresses instead of transmitting the same in Hard Copies.

However, for the convenience of respectable shareholders, a Standard Request Form has been placed on Company's website to request for a Hard Copy of Annual Audited Accounts.



HI-TECH LUBRICANTS LIMITED



PROXY FORM

I/We					а	men	nbe	r/m	embe	er of Hi-T	Fech Lubricants Limited and holder of
	sha	res as	sper	Sha	ire R	egis	ter l	Folio	#/C	DC Part	icipant I.D. Participant ID # Sub A/C # /
Investor A/C	#								do	hereby	appoint
of		0	or fai	ingl	him_						of who is also member of the
Company vide	Registered l	Folio	¥								as my/our Proxy to attend, speak
and vote for me	/us and on I	my/o	ur be	half	at th	e Ar	าทนส	al Ge	enera	al Meetir	ng of the Company to be held on Friday
the October 26	6, 2018 at 03	:00 p	. m. a	nda	it any	/ adj	ourr	nmei	nt the	reof.	
As witness my/	our hand this	6		_da	y of (Octo	ber,	,201	8 at_		
Witness's Sign	ature										
Name								lever			
CNIC #						Star	np d	of Re	5. 5/-		
Address											
Witness's Sign	ature										
Name							/ _	0:			
CNIC #						emp	er s	s Sig	natur	e	
Address											
				•							
Date:											
Place:											

Notes:

- 1. The Form of Proxy should be deposited at the Registered Office of the Company not later than 48 hours before the time for holding the meeting.
- CDC Shareholders, entitled to attend and vote at this meeting, must bring with them their Computerized National Identity Cards / Passport in original to provide his / her identity, and in case of Proxy, must enclosed an attested copy of his / her CNIC or Passport. Representatives of corporate members should bring the usual documents for such purpose.

مانى - ئىك لېرىكىنىش لمىشىڭ

مختارنامه

میں اہم £16 بحثيت ركن مائى-ئىك لېرىكىنى لمەيپىداور جاماحصص، برطابق شىئرر جىشرفوليونمېر 💶 اور /ماسی ڈی سی پارٹیسپزے (شرکت آئی ڈی نمبر _____ اورسپاکاؤنٹ(ذیلی کھانتہ)نمبر ____ محترم امحترمه مورخہ26اکتوبر 2018ء بروز جمعہ بوقت3 کے دو پہر کواپنے/ہمارےایماءیر _ کومنعقدہونے والے کمپنی کے سالانہ اجلاس عام میں حق رائے دہی استعال کرنے پاکسی بھی التواء کی صورت اینا/ ہمارا لطور مختار (یراکسی) مقرر کرتا ہوں اکرتے ہیں۔ آج بروز______ بتاریخ_____ بتاریخ گوامان: وستخط: نام: یا پنچ روپے مالیت کے رسید کمک پر دستخط يبتر: كمپيوٹرائزدشناختي كارڈيا پاسپورٹ نمبر: _ وستخط: نام: د ستخط مینی کے نمونہ دستخط سے يبتر: مماثل ہونے حاہئیں كمپيوٹرائزدشناختى كارڈيا پاسپورٹ نمبر: _ ٽوپ: ایک ممبر (رکن) جواجلاس میں شرکت نہیں کرسکتا، وہ اس فارم کوئکمل کرےاور دیتخط کرنے کے بعد اجلاس شروع ہونے ہے کم ازکم 48 گھنے قبل رجنڑ ڈافس کے بیتے پرارسال کردے ۔ -1 سی ڈی می شیئر ہولڈر ہونے کی صورت میں درج بالا کے علاوہ وی میں درج ہدایات بربھی عمل کرنا ہوگا: -2 (الف) فرد ہونے کی صورت میں اکاؤنٹ ہولڈریا سب اکاؤنٹ ہولڈرادر /یا وہ جس کی سکیو ریٹیز گروپ اکاؤنٹ میں ہوں ادران کی رجٹریشن کی تفصیلات قواعد دضوابط کے مطابق اپ لوڈ ہوں انہیں سمپنی کی جانب سے دی گئی ہدایات کی روشنی میں پراکسی فارم جمع کرانا ہوگا۔ میتار نامے پر بطور گواہان دوافرا دے دستخط ہونے حابئیں اوران کے نام، بیتے اور کمپیوٹرائز ڈقو می شاختی کارڈ نمبرز فارم پر درج ہوں۔ (ب) سینیشل ادرز (مستفید ہونے والےفرد) کمپیوڑا ئز ڈقو می شاختی کارڈیایا سپورٹ کی مصدقہ نقول بھی نسلک کرنی ہوگی جے نائب مختار نامہ کے ہمراہ پیش کرےگا۔ (3) اجلاس کے دفت نائب کوا ینااصل کمپیوٹرائز ڈقومی کارڈیاصل پاسپورٹ پیش کرنا ہوگا۔ (\cdot) کار پوریٹ ادارہ ہونے کی صورت میں بحثیت ممبر (رکن)، بورڈ آف ڈائر کیٹر زقرارداد امع نامز دکر دہ څخض ااٹارنی کے نموند دستخط یا درآف اٹارنی (اگر پہلے فراہم نہ کئے گئے ہوں) پراکسی فارم (\mathbf{y}) (مختارنام) کے ہمراہ کمپنی میں جمع کرانا ہوگا۔

NOTICE FOR MANDATORY REQUIREMENT OF DIVIDEND MANDATE



Dear Shareholder,

Under Section 242 of the Companies Act, 2017, listed companies are required to **PAY CASH DIVIDENDS ONLY THROUGH ELECTRONIC MODE** directly into the bank accounts designated by the entitled shareholders, and therefore, all the valuable shareholders of Hi-Tech Lubricants Limited (HTL) are requested to kindly authorize HTL for direct credit of their cash dividend(s) in your bank accounts by providing following compulsory information to HTL otherwise their dividend will be kept on hold till the time mandatory dividend mandate information is reached to HTL or its share registrar M/S Share Registrar Department, Central Depository Company of Pakistan Limited, CDC House, 99-B, Block, 'B', S.M.C.H.S., Main Shahra-e-Faisal, Karachi-74400, Pakistan.

Also please note that all those shareholders who have already provided their dividend mandate are requested to check correctness and activeness of their bank accounts for credit of their future cash dividend(s) without any delay and complications.

PLEASE NOTE THAT THE DIVIDEND MANDATE INFORMATION IS A MANDATORY REQUIREMENT FOR ALL THE SHAREHOLDERS IRRESPECTIVE OF CDC ACCOUNT/SUB ACCOUNT HOLDERS AND PHYSICAL SHARE CERTIFICATE HOLDERS.

MANDATORY INFOR	MATION REQUIRED UNDER COMPANIES ACT, 2017
	N OF SHAREHOLDER OF HI-TECH LUBRICANTS LIMITED
NAME OF SHAREHOLDER	
COMPUTORIZED NATIONAL IDENTITY CARD NUMBER / (CNIC #)	
COMPLETE MAILING ADDRESS (for notice of dividend and other correspondence by HTL / Share Registrar)	
FOLIO NUMBER / CDC ACCOUNT NUMBER	
BANK ACCOUNT DETAIL	S OF SHAREHOLDER OF HI-TECH LUBRICANTS LIMITED
TITLE OF BANK ACCOUNT (Complete As On Cheque Book)	
BANK ACCOUNT NUMBER (Complete As On Cheque Book)	
IBAN	
BANK NAME (Complete As On Cheque Book)	
BRANCH NAME AND ADDRESS (Complete As On Cheque Book)	
MOBILE PHONE NUMBER (active)	
EMAIL ADDRESS, (active) if any	
LANDLINE NUMBER, if any	
	nformation is true and correct and I undertake to intimate any changes the HTL and its Share Registrar as soon as these occur.
SIGNATURE OF SHAREHOLDER	R (AS ON CNIC) Dated:





عزيز خصص دار

کمپنیزا یک 2017 سے سیکٹن 242 بے تحت لطڈ کمپنیوں کونفترڈیویڈیڈی ادائیگی صرف الیکٹرونک ذریعہ سے اہل صصص داران سے مقررہ بینک اکاؤنٹ کے توسط سے ہی کرنے کا اختیار ہے۔اس لئے ہائی میک لمیکٹس لمیٹڈ (ایچ ٹی ایل) نے تمام صص داران سے درخواست ہے کہ وہ ایچ ٹی ایل کوان کے نفتر ڈیویڈیڈ براہ راست ان کے مقررہ بینک اکاؤنٹ میں جمع کرانے کا مجاز قرار دیں اورا پچ ٹی ایل کودرج ذیل لازمی معلومات فراہم کریں ورندان کے صص ایچ ٹی ایل یا اس کے شیئر دجٹر ارمیسرز نیڈلری پینی آف پاکستان لیٹڈ کے شیئر رجٹر ارڈ پارٹر مند واقع میں جمع کرانے کا مجاز قرار دیں اورا پچ ٹی ایل کودرج ایم ان چی اس میں شرار ڈیس کر ایپ 2000 میں ٹی ٹی ایل یا اس کے شیئر رجٹر ارمیسرز نیڈلری پی پی آف پاکستان لیٹڈ کے شیئر رجٹر ارڈ پارٹرنٹ میں 50 ہوں ، ایک کی، ایس ایم میں این میں شارع فیصل، کرا چی 74400 میں کہ اور ٹی ٹی ڈیل مطلوبہ معلومات دصول ہونے تک روک لئے جا کیں گے۔

برائے مہر پانی نوٹ فرمالیس کہ جن حصص داران نے اپنے ڈیویڈ مینڈیٹ کی معلومات پہلے ہی فراہم کردی ہیں، وہ اپنے بینک اکاؤنٹ کی در تق اوراس کے فعال ہونے کی تصدیق کرلیس تا کہ آئندہ ان کے نقد ڈیویڈ ٹر بلاتا خیر یا بناکسی بیچیدگی کے ان کے اکاؤنٹ میں جمع ہوجا کیں۔

> برائے تاکید ندید نوٹ فرمالیس کدڈیویڈیڈمینڈیٹ کی معلومات فراہم کرنا تمام حصص داران کیلئے لازمی ہےخواہ وہ جن ڈی سی اکاؤنٹ/ سب اکاؤنٹ ہولڈرہوں یاوہ فزیکل شیئر سرشیقلیٹ کے حالل ہوں۔

کمپنیزا یکٹ2017 کے تحت مطلوبہ لازمی معلومات	
ہائی ٹیک لبریکنٹس لمیٹڈ (ایچ ٹی ایل) کے حصص داران کی ذاتی معلومات	
، بې سې د رسې د مې پې د مې پې د مې پې د مې پې د مې د م	
كمپيورُا أز قومي شاختي كاردْ نمبر:	:(CNIC)
ڈاک کاممل پتہ (ایچ ٹی ایل/شیئر رجسڑ ارکی جانب سے ڈیویٹرنڈ کی اطلاع اور خط و کتابت کیلیے درکار) ڈاک کاممل پتہ (ایچ ٹی ایل/شیئر رجسڑ ارکی جانب سے ڈیویٹرنڈ کی اطلاع اور خط و کتابت کیلیے درکار)	
فوليو <i>نبىر ا</i> ى ڈى ىى اكا ۇنىشەنمبر	
ہائی ٹیک لبریکنٹس کے صحص دار کے بینک اکاؤنٹ کی معلومات	
بیک اکاؤنٹ کا ٹائٹل (تکمل بمطابق چیک بک)	
	- IBAN
ييَك كانام(كَمَل برطابق چِيك ك)	
برایخ کانام اور پید (مکمل برطابق چیک بک)	
موباًك فون نمبر(فعال)	
ای میل کا پتہ (فعال) اگرہے۔	
لینڈ لائن نمبر،اگرہے۔	

حصص دار کے دستخط (CNIC کے مطابق)

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NOTICE FOR MANDATORY REQUIRMENT OF ZAKAT DECLARATION ON CZ-50 FORMAT/SOLEMN AFFIRMATION FOR ZAKAT EXEMPTION



Dear Shareholder,

According to Zakat & Ushr Ordinance, 1980, Zakat Declaration / Solemn Affirmation in case of Non-Muslim of all Zakat Exempted shareholders (physical or CDS) is mandatory as per the prescribed format.

We are scrutinizing the records pertaining to Zakat deduction / exemption in respect to the dividend issued by the Company to its shareholders enabling us to avoid any future objections raised by Zakat Audit Authorities.

Keeping in view above precautions, following instruction must be followed while filling the Zakat Declaration Form;

- Zakat Declaration must be submitted as per the format attached (Form CZ-50) on Non-Judicial Stamp Paper of Rs.50/-
- All required fields / columns must be filled properly. Complete information are required including age, address, CNIC & Folio / CDS Account No. etc.
- Zakat Declaration must be Notarized by Notary Public / Oath Commissioner.
- You Fiqah / Faith / Religion clearly mentioned on Zakat Declaration.

Therefore, in order to avoid such objections of Zakat Audit Authorities and also to comply with the prescribed format of Zakat declaration, kindly submit us the following documents within 15 days of receipt of this notice.

- 1. Companies / Muslim Individuals claiming Zakat exemptions on the basis of faith / fiqah: Attested Zakat Declaration (CZ-50) (format available at <u>http://investor.hitechlubricants.com/</u>) on non-judicial stamp paper of Rs.50/- along with copies of your and witnesses CNICs.
- Non-Muslim Individuals claiming exemption from compulsory deduction of Zakat: Affidavit / Solemn Affirmation (format available at <u>http://investor.hitechlubricants.com/</u>) duly signed by shareholder / CDS Account holder on plain paper along with copies of your and witnesses CNICs.

Please also provide copy of your and witnesses CNICs along with copy of fresh Zakat Declaration on CZ-50 format.

In case we do not receive attested copy of Zakat Declaration on CZ-50 format and/or Affidavit / Solemn Affirmation from the registered shareholders within 15 Days of this Notice, we will be marking your zakat status from Muslim Zakat Non-Payable to 'Muslim Zakat Payable' OR Non-Muslim Zakat Non-Payable to Non-Muslim Zakat Payable, as the case may be, for all the future dividend(s) and we will also be constrained to report this status as non-filing / non-availability of Zakat Declarations/ Affidavit / Solemn Affirmation to Zakat Authorities as and when they conduct audit.

Shareholders are requested to please use signatures as they have registered in the Share Registrar's record.



اطلاع برائے لازمی معلومات کی فراہمی بابت زکوۃ ڈکلریشن بسطابق CZ-50 فارمیٹ/حلفیہ تصدیق: زکوۃ سے مشتیٰ، غیر مسلم حصہ دار

عزيز خصص دار،

ز کو ۃ وعشر آرڈینن 1980 کے تحت ز کو ۃ ڈکلریشن/ حلفیہ تصدیق:ز کو ۃ ہے متثنیٰ،غیر مسلم حصہ دار (فزیکل یا ی ڈی ایس) کے لئے مقررہ فارمیٹ کے مطابق فراہم کرنا لازمی ہے۔

ہم کمپنی کی جانب سے صصص داران کوجاری کئے جائے والے ڈیویڈنڈ کے سلسلے میں زکو ۃ کی کٹوتی/اشنٹی سے متعلق اپنے ریکار ڈکو درست کرنے کی جانچ پڑتال کررہے ہیں تا کہ آئندہ زکو ۃ آ ڈٹ اتھار ٹیز کی جانب سے کوئی اعتراض نہ اٹھایا جائے۔

> درج بالااحتیاط کے سبب آپ سے درخواست ہے کہ زکو ہ ڈکلریشن فارم پرکرتے وقت درج ذیل ہدایات پڑ کمل کریں: • زکو ہ ڈکلریشن صرف مقررہ فارمیٹ (CZ-50) کے مطابق -/Rs.50 کے نان جوڈیش اسٹیپ پیر پرجع کرائی جائے۔

- تمام مطلوبه شعبه / کالم درست طوریر پُر کئے جائیں یے تمر، بنے ONIC، در نولیو /CDS کا وُنٹ نمبر وغیرہ کی کمل معلومات ہوں۔
 - ز کو ق د کلریش لا زمی طور پر نوٹری پبک/اوتھ کمشنر سے تصدیق شدہ ہونا چا ہے۔
 - زکوة دکلریشن براینافقه /عقیده/مذهب داضح طور برتح برکیا گیا، و-

لہذاز کوۃ آڈٹ اتھار ٹیز کی جانب سے ایسے اعتراضات سے بچنے اورز کوۃ ڈکلریشن کے بحوزہ فارمیٹ کی پیروی کیلئے برائے مہر بانی درج ذیل دستاویزات اس نوٹس کی وصول 152 دن کے اندر جمع کرادیں۔

ا۔ کمپنیاں/مسلمان افراد جوابیخ عقیدے افقہ کی بناء پرز کو ۃ سے استثنی کا دعویٰ کرتے ہوں:

تصدیق شدہ زکوۃ ڈکلریثن(CZ-50)(فارمیٹ http://investor.hitechlubricants.com پردستیاب ہے) -/Rs.50 کے نان جوڈیشل اسٹیمپ ییپر پرمنح اسپناورگواہان کے CNIC کی کا پیاں۔

۲۔ غیر سلم افراد جوز کو ۃ کی لازمی کٹوتی سے مشتیٰ ہونے کے دعویدار ہوں:

حلف نامہ: حلفیہ تصدیق (فارمیٹ http://investor.hitechlubricants.com پردستیاب ہے) جو سادہ کاغذ پر حصہ دار CDS/اکاؤنٹ ہولڈر کا دستخط شدہ ہومع اپنے اور گواہان کے CNIC کی کا پیاں۔

برائے مہر پانی اپنے اور گواہان کے CNIC کی کا پیاں ، تازہ ترین (CZ-50) فامیٹ پرز کو ۃ ڈکلریشن کے ہمراہ فراہم کریں۔

رجٹر ڈصص داران کی جانب سے (CZ-50) فامیٹ پرز کو ۃ ڈکلریشن اور /یا حلف نامہ/حلفیہ تصدیق اس نوٹس کے15 دن کے اندراندر موصول نہ ہونے کی صورت میں آئندہ ڈیویڈیڈ ز کیلئے بہم آپ کے زکو ۃ کے اسٹیٹس کوصورتحال کے مطابق مسلم زکو ۃ نا قابل ادائیگی سے مسلم زکو ۃ قابل ادائیگی کو غیر مسلم زکو ۃ قابل ادائیگی کے زمرے میں شامل کردیں گے اور زکو ۃ اتھار ٹیز کو آ ڈٹ کے وقت زکو ۃ ڈکلریشن /حلف نامہ/حلفیہ تصدیق کی عدم وصولی /عدم دستیابی کے طور پر رپورٹ کرنے پرمجبور ہوں گے۔

حصص داران سے درخواست ہے کہ وہ ان دستاویزات پر وہی دستخط کریں جوشیئر رجسر ارکےریکارڈ میں رجسر ڈ ہیں۔

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GUIDELINES TO REGISTER FOR CENTRALIZED CASH DIVIDEND REGISTER (CCDR) INRODUCTION

Central Depository Company (CDC) has developed Centralized Cash Dividend register (CCDR), an eservices web portal which would incorporate details pertaining to cash dividends paid, unpaid or withheld by listed companies. The CCDR will help to maintain history of dividends paid to shareholders by listed companies and access of all such information will be provided to the respective shareholders. This will also ensure a major cost incurred by listed companies towards printing and dispatching of counter foils at the time of processing of cash dividends is eliminated. The web portal will facilitate shareholders of listed companies in retrieving details of cash dividends from centralized register and using the same their record purposes.

Registration Process

- To register for edividend services, please visit our eservices portal by accessing <u>www.eservices.cdcaccess.com.pk/public/index.xhtml</u>
- If you are currently not availing this facility, please first register yourself clicking new here? Register now tab. (anyone can register provided they have CNIC / NICOP / POC / Passport in case of individual clients and registration number or NTN for corporate body)
- After clicking the register now option you are requested to fill up the form displayed on the screen. (all the mandatory fields having asterisk (*) must be filled).
- After filling the requisite form, kindly save all the information by clicking the save button.
- After successfully saving the form you will get a link on registered email address. Upon clicking this link another screen will open up for resetting of your password.
- The password can be of 8 to 16 characters out of which 6 characters should be alphabets (at least 1 upper case and 1 lower case letter) and at least 2 numeric digits.
- After setting up your password, return to the home page of eservices portal.
- Your user id would be your CNIC OR NICOP OR POC or passport in case of individuals and registration number of NTN for corporate body. The password would be the same that you had setup earlier.

Service Activation

- After successful login into your account kindly click my edividend tab appearing under edividend option. Edividend service activation screen will be opened.
- For CDS Account Holder, give participant ID and CDS account number and for Physical Share certificate, give folio number and security symbol.
- Upon loading of the List of My eDividend(s) screen, kindly insert Participant ID and Account number, if you are a CDS Account Holder OR enter your folio number and security symbol if you have Physical Share Certificates. You will be asked to opt OPT's option i.e. Mobile Number OR Email. After entering the same your eDividend service will be activated.

Once activated you will be directed to List of My eDividend(s) screen form where you can check your Dividend Payment Status. You can view dividend report of those records which have paid status.

ہدایات برائے رجسٹریشن ۔مرکز ی کیش ڈیویڈنڈ رجسٹر

تعارف:

سینٹرل ڈیپازٹری کمپنی نے مرکزی کیش ڈیویڈنڈ رجٹر (CCDR) کی بنیا در کھی ہے۔ یہ ایک الیکٹرونک سروسز ویب پورٹل ہے جس میں لے دیکینیز کی جانب سے ادا شدہ ، غیر ادا شدہ اور روئے جانے والے کیش ڈیویڈنڈ ز کی تفصیلات درج کی جائیں گی۔CCDR کے ذریعے لے دیکینیز کی جانب سے شئیر ہولڈرز کوادا کیے گئے ڈیویڈنڈ ز کا ریکارڈ رکھنا ممکن ہوگا اور اس معلومات تک شئیر ہولڈرز کور سائی فراہم کی جائے گی۔ اس کے ذریعے لے دلیڈ کینیز کوکیش ڈیویڈنڈ کے کا وَنٹر فوٹل کی پر منگ اور اس کی ڈاک ٹکٹ نے ذریعے تر سل پر آنے والے خرچ کو ہی نے میں بھی کا میابی حاصل ہوگی۔ اس ویٹ پر ٹرل کے شرک خرر کی جائے گی۔ ہولڈرز کوکیش ڈیویڈیڈز کی تفصیلات مرکزی رہٹر سے ہا سولت حاصل ہوگی اور ان کار دیکار ڈرکھنا بھی آسان ہوگا۔

رجسر يشن كاطريقه كار

- ای ڈیویڈیٹڈ سروسز کے لئے رجنٹر کرنے کیلیئے ہماری ای سروسز پورٹل پرجا ئیں www.eservices.cdcaccess.com.pk/public/index.xhtml
- اگرآپ پہلے سےای سروسز کی ہولت حاصل نہیں کررہے تو New Here? Register Now کے ٹیب پر کلک کر کے فودکور جنر کردا میں۔(اس سروس کیلئے کوئی بھی رجٹر کر سکتا ہے۔ رجٹریشن کیلئے افراد کو CNIC/NICOP/POC یا یاسپورٹ درکار ہوگااورکاریوریٹ ادارے کورجٹریشن نمبر یا NTN کی ضرورت ہوگی۔)
 - Register Now پرکلک کرنے کے بعد سکرین پرائجرنے دالے فارم کو ٹرکریں۔(نتمام لازمی خانوں کے آگے * کانشان نمایاں ہوگا۔ان تمام خانوں کو پُرکرنالازمی ہے۔) • فارم پِرَکرنے کے بعد 'Save' کا بیٹن دیا کر فراہم کی گئی معلومات کے صحفوظ کیتئے۔
 - فارمکوکامیابی سے مخفوظ کرنے کے بعد آپکوایے رجسٹر ڈای میل ایڈریس پر ایک انک موصول ہوگا۔ اس لنک کو کلک کرنے پر پاس درڈ تبدیل کرنے کیلئے ایک نٹی سکرین کھل جائے گی۔
 - پاس ورڈ 10-8 ہندسوں کا ہو سکتا ہے جس میں سے 6انگریزی حروف تبجی (ایک اپر کیس اورایک لوئر کیس) اور کم از کم دونمبر زہونے چاہیئیں ۔
 - پاس ورڈ سیٹ کرنے کے بعدای سروسز کے ہوم پنج پر واپس آجائیں۔

• افراد کے لئے یوزرآئی ڈی CNIC / NICOP / POC / Passport (User ID) ہوگااورکار پوریٹ ادارے کیلئے رجٹریشن نمبر یاN T انمبر ہوگا۔ پاس ورڈ وہی ہوگا جوآپ نے پہلینتخب کیا ہے

سروس کی شروعات

- اینا کاؤنٹ میں کامیابی سے لاگ ان کرنے کے بعد eDividend کے آپشن کے نیچ eDividend کے ٹیب پر کلک کیجئے۔ My eDividend Service Activation سکرین کل جائے گی۔
 - ى دْ كى حالا دُن بولدُرزاب پارئىيىن آنى دْ كاورى دْ كاليس اكادَن نمبرم بياكريں اورفزيكل شير سرغينيك كيليے فوليو نمبراور كييور نْ سمبل (Sym bol) دي ۔
- سکرین پر List of my eDividend(s) لوڈ ہونے پراگرآپ ی ڈی ایس اکاؤنٹ ہولڈر میں توپارٹیسپنٹ آئی ڈی اوری ڈی ایس اکاؤنٹ نمبر ڈالیں اورا گرآپ کے پاس کاغذی شیر سرٹیفکیٹ میں تو فولیونمبراور سکیو رٹی ممبل ڈالیس۔اس کے بعد آپ کو OTP آپشن کا انتخاب کرنا ہوگا یعنی موبائل نمبریا ای میل۔اس کے مہیا کرنے کے بعد آپ کی ای ڈیویڈیر مروس کا آغاز ہوجائے گا۔
- سروس کے فعال ہوجانے پرآپ کے سامنے (List of my eDividend(s) کی سکرین خاہر ہوجائے گی جس پرآپ اپنے Dividend Payment Status کود کھو سکتے ہیں۔آپ Paid Status والے ڈیویڈیڈر کی Dividend Report بھی د کھو پائیں گے۔

JAMA PUNJI





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