

# HI-TECH LUBRICANTS LIMITED

## Notice Of 12th Annual General Meeting

To Be Held on October 23, 2020  
(Electronically Through Video Link)



# NOTICE OF 12<sup>TH</sup> ANNUAL GENERAL MEETING OF HTL



Notice is hereby given that the 12<sup>th</sup> Annual General Meeting of the shareholders of Hi-Tech Lubricants Limited ("HTL" or the "Company") will be held on Friday October 23, 2020 at 11:00 Hours at Lahore electronically through video link / Zoom application, to transact the following businesses:

## **ORDINARY BUSINESS**

1. To confirm minutes of 11<sup>th</sup> Annual General Meeting held on 25.10.2019, as submitted to PSX.
2. To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended June 30, 2020 together with the Auditor's and Board of Directors' reports thereon.
3. To approve and declare final Cash Dividend for the year ended June 30, 2020 at Rs. 0.90 per share (9.0%) as recommended by the Board of Directors for the year ended June 30, 2020.
4. To appoint Auditors of the Company for the next financial year 2020-21 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.

## **SPECIAL BUSINESS**

5. 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, 2020 and (b) & (c) to authorize the Board of Directors to approve all related party transactions carried out and to be carried out with SHT during the year ending June 30, 2021.

(a) "RESOLVED THAT the transactions carried out by the Company with the following related party for the financial year ended June 30, 2020 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) "RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to approve all transactions up to the amount of PKR 20 Million carried out and to be carried out with above named related party for the financial year ending June 30, 2021."

(c) "RESOLVED FURTHER THAT the approval of transactions by the Board, within the aforesaid limit of PKR 20 million, shall be deemed to have been approved by the shareholders and the transactions for the year ending June 30, 2021 shall be placed before the shareholders in the next Annual General Meeting for their formal ratification/approval."

6. To consider, and if thought fit, to pass the following resolutions as special resolutions, and (a) to ratify and approve the transactions carried out with wholly owned subsidiary company Hi-Tech Blending (Private) Limited (HTBL) during the financial year ended June 30, 2020 and (b) & (c) to authorize the Board of Directors to approve all related party transactions carried out and to be carried out HTBL during the year ending June 30, 2021;

(a) "RESOLVED THAT the transactions carried out by the Company with wholly owned subsidiary company Hi-Tech Blending (Private) Limited (HTBL) for the financial year ended June 30, 2020 be and are hereby ratified and approved"

Name(s)	Nature of Transactions	Amount (PKR)
Hi-Tech Blending (Private) Limited (HTBL)	Purchase of Lubricants	2,818,259,838/-
	Sale of Lubricants	460,240/-
(HTBL is a wholly owned subsidiary company of HTL)	Interest received on short term loans	7,741,006/-
	Lease rentals paid	3,000,000/-

(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 HTBL for the financial year ending June 30, 2021."

(c) "RESOLVED FURTHER THAT the approval of transactions by the Board shall be deemed to have been approved by the shareholders and the transactions for the year ending June 30, 2021 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**



(Fraz Amjad Khawaja)  
**COMPANY SECRETARY**

**Lahore, October 01, 2020**

**NOTES:**

**1. Book Closure:** The share transfer books of the company will remain closed from 17-10-2020 to 23-10-2020 (both days inclusive). Transfers received in order at the office of the Company's Share Registrar, M/S CDC Share Registrar Services Limited, 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, Website: <https://www.cdcsrsl.com> by the close of business (5:00 PM) on 16-10-2020 will be considered in time to be eligible for the purpose of attending and voting at the 12<sup>th</sup> Annual General Meeting of HTL (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. CORONAVIRUS Contingency Planning For AGM:** In view of the Coronavirus Pandemic and Instructions / Guidelines of SECP and other Government Dept. / Institutions, the Company is required to avoid large gatherings at one place and consider the provision of online participation facilities while conducting general meetings for the safety and well-being of the shareholders and general public. Accordingly, there will no specific venue of AGM and the Shareholders of HTL are encouraged to participate in the AGM electronically through video link /Zoom Application and also encouraged to consolidate their attendance through proxies.

**A. Online Participation In AGM via ZOOM Application:** The shareholders may 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 the start of AGM.

**B.** The shareholders of HTL, 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) by or before the close of business hours (5:00 p.m.) on 21-10-2020.

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, the members 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 22-10-2020.

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

#### **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 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.

b. 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**

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.

**5. Correspondence by Members:** The shareholders must identify themselves by quoting their respective Folio/ CDS Account numbers in all correspondence with the Company and/or its share registrar 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 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. Placement of Notice & Proxy Forms (English & Urdu) and Financial Statements on HTL'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 the year ended June 30, 2020 along with Auditor's and Directors' Reports thereon on Company's website: [www.hitechlubricants.com](http://www.hitechlubricants.com). These are also available at PUCARS of PSX and shareholders may obtain the same through email as well if any shareholder so desire.

**8. Electronic Transmissions of Financial Statements & Notices of General Meetings of HTL:** The members, who desire to opt to receive in future the annual Audited Financial Statements and notices of general meetings 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.

**9. Postal Ballot / E-Voting:** In accordance with the Companies (Postal Ballot) Regulations, 2018, for any 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.

**10. Deduction of Zakat from the amount of Dividend:** In accordance with Zakat & Ushr Ordinance, 1980 and/or applicable rules & regulations made thereunder (the Laws), if any shareholder has not submitted within the timeframe prescribed under the Laws, or at least one month before the start of close period fixed for dividend entitlements a duly filled/completed and properly attested in original the Zakat Declaration (in case of Muslim) and Solemn Affirmation (in case of Non muslim) on the formats prescribed under the Laws to his/her Broker/CDC (in case of CDS shareholder) and to the Company's Share Registrar (in case of physical shareholder), then his/her zakat status in the dividend entitlement register may be found as Muslim Zakat Payable, and the Company will be constrained to make compulsory deductions of Zakat @ 2.5% of face value of each share from the gross amounts of his/her cash dividends.

**11. Dividend Mandate:** 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 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 the CDS Participants; and

(ii) In case of physical securities to Company's Share Registrar, M/S CDC Share Registrar Services Limited, 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@cdcsrcsl.com](mailto:info@cdcsrcsl.com), Website: <http://www.cdcsrcsl.com/> as mentioned below.

1	Shareholder's Name	2	Father's/Husband's Name
3	Folio No.	4	Postal Address
5	Name of Bank	6	Name of Branch
7	Address of Branch	8	Title of Bank Account
9	Bank Account No. (Complete with Code)	10	IBAN *(Complete with Code)
11	Mobile Phone No.	12	Landline Phone No. (if any)
13	CNIC No. (attach copy)	14	NTN (in case of corporate entity, attach copy)
	Signature of Shareholder (as on CNIC)		* IBAN number (International Bank Account Number) will be provided by your banker, containing alpha, numeric and without any space and gap.

**12. Deduction of Withholding Tax on the amount of Dividend:** 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:

**A.For filers & non filers:** Government of Pakistan through Finance Act, 2019, has made certain amendments in withholding tax provision by substituting the definition of "Filers" with "Active Taxpayer List" (ATL), whereby the company is required to collect tax on dividend under Section 150 of the Income Tax Ordinance, 2001 from the person not appearing in the ATL at the rates specified in the Ordinance as increased by 100%. These tax rates are as under:

- a. For filers of income tax returns 15%
- b. For non-filers of income tax returns 30%

To enable the company to make tax deduction on the amount of cash dividend whenever declared @ 15% instead of 30%, 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 @ 30% instead of @ 15%.

For any query/problem/information, the investors may contact the Company's above-mentioned Share Registrar.

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.

**B.For Joint Shareholders:** 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 proportions of Principal Shareholder and Joint-Shareholder(s) in respect of shares held by them, otherwise each joint holder shall be presumed to have an equal number of shares.

**13. Guidelines for Shareholders to Access CDC's eServices Portal:** 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.

You may access CCDR via <https://eservices.cdaccess.com.pk>. 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.

# 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 12th Annual General Meeting (AGM) of Hi-Tech Lubricants Limited (the “Company” or “HTL”) to be held on Friday October 23, 2020 at 11:00 Hours at Lahore electronically through video link/Zoom application.

## **(1) Agenda Item No. 5:**

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

All the transactions with Sabra Hamida Trust (SHT), an associated undertaking of HTL, during the period from July 01, 2019 to June 30, 2020 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. 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 HTL. 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.

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 HTL, and approval of HTL's shareholders in AGM dated 25-10-19

The transactions with SHT could not be approved by the Board in the quarterly financial statements during the fiscal year 2019-20 due to the interests/concerns of five out of ten directors on the Board and unavailability of the required quorum in the meetings of the Board. Five directors named as (i) Mr. Hassan Tahir, (ii) Mr. Muhammad Ali Hassan, (iii) Mr. Tahir Azam, (iv) Mr. Shaukat Hassan, and (v) Ms. Mavira Tahir are interested/concerned in the related party transactions due to common directorship/Trusteeships and/or relationships amongst common Directors-Trustees.

The Board decided to place above related party transaction concluded during the fiscal year 2019-20 before the shareholders in AGM for ratification and approval.

### **(b) & (c) Authorization for the Board of Directors to approve related party transactions during the financial year ending June 30, 2021**

The company is and shall be conducting transactions of Donations under CSR Policy of the Company with SHT during the financial year ending June 30, 2021, 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 2020-21 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 June 30, 2021, 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, 2021, shall then be placed before the shareholders in the next AGM for their formal approval/ ratification.

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



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. 6:**

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

All the transactions with Hi-Tech Blending (Pvt) Ltd. (HTBL), the wholly owned subsidiary company of Hi-Tech Lubricants Ltd. (HTL), during the period July 01, 2019 to June 30, 2020 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. 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 HTL.

HTL is parent company of HTBL and controls it. HTBL has no significant external / unrelated customers and is dependent upon HTL. HTBL's results and operations are closely knit with HTL's sales. Hence, HTBL cannot be, in any way, disassociated from HTL as far as decisions / management are concerned.

Other commercial reasons for entering into RPTs are the following:

- a. 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.
- b. State of the art and elaborated testing facilities at subsidiary company.
- c. To ensure smooth supply chain and to avoid shortages.
- d. 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
Hi-Tech Blending (Private) Limited (HTBL)  (HTBL is a wholly owned subsidiary company of HTL)	Purchase of Lubricants	2,818,259,838/-	As per approved contract between HTL & HTBL and Related Party Transactions Policy of the HTL and Standard Cost Plus Method
	Sale of lubricants	460,240/-	As per approved contract between HTL & HTBL and Related Party Transactions Policy of the HTL and Standard Cost Plus Method
	Interest received on short term loans	7,741,006/-	As per decisions of the Boards of HTL & HTBL and Related Party Transactions Policy of the HTL
	Lease rentals paid	3,000,000/-	As per approved lease agreement and Comparable uncontrolled price method and Market Rent Prevalent in the vicinity



The transactions with HTBL could not be approved by the Board in one of the quarterly financial statements during the fiscal year 2019-20 due to the interests/concerns of five out of ten directors on the Board and unavailability of the required quorum in the meetings of the Board. Five directors named as (i) Mr. Hassan Tahir, (ii) Mr. Muhammad Ali Hassan, (iii) Mr. Tahir Azam, (iv) Mr. Shaukat Hassan, and (v) Ms. Mavira Tahir are interested/concerned in the related party transactions due to common directorship and/or relationships amongst common Directors.

The Board decided to place all the above related party transactions concluded during the fiscal year 2019-20 before the shareholders in AGM for ratification and approval.

**(b) & (c) Authorization for the Board of Directors to approve related party transactions during the financial year ending June 30, 2021**

The company is and shall be conducting transactions of sale and purchase of goods, loan disbursements and payment of lease rentals with HTBL during the financial year ending June 30, 2021 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 five out of ten Directors due to their common directorship and/or relationship with Directors of HTBL, the related parties' transactions of the fiscal year 2020-21 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 June 30, 2021, 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 June 30, 2021, 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 and/or relationships amongst common directors.

## 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.



**HTL** *LIMITED*  
Hi-Tech Lubricants Ltd

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 the October 23, 2020 at 11:00 hour** and at any adjournment thereof.

[illegible]

## Notice of 12th Annual General Meeting | 11

## مختار نامہ

میں / ہم \_\_\_\_\_  
کا / کے \_\_\_\_\_  
بحیثیت رکن ہائی-ٹیک لبریکنٹس لمیٹڈ اور حامل حصص، بمطابق شیئرز رجسٹر فو لیو نمبر \_\_\_\_\_  
اور / یا سی ڈی سی پارٹنر پیٹ (شرکت آئی ڈی نمبر) \_\_\_\_\_  
اور سب اکاؤنٹ (ذیلی کھاتہ) نمبر \_\_\_\_\_  
محترم / محترمہ \_\_\_\_\_  
مورخہ 23 اکتوبر 2020ء بروز جمعہ بوقت 11:00 بجے دن \_\_\_\_\_  
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 \_\_\_\_\_ 2020ء کو دستخط کئے گئے۔

## گواہان:

پچاس روپے مالیت کے رسیدنگٹ پر دستخط	دستخط: _____
	نام: _____
	پتہ: _____
کمپیوٹرائزڈ شناختی کارڈ یا پاسپورٹ نمبر: _____	
دستخط کمپنی کے نمونہ دستخط سے مماثل ہونے چاہئیں	دستخط: _____
	نام: _____
	پتہ: _____
کمپیوٹرائزڈ شناختی کارڈ یا پاسپورٹ نمبر: _____	

## نوٹ:

- 1- ایک ممبر (رکن) جو اجلاس میں شرکت نہیں کر سکتا، وہ اس فارم کو مکمل کرے اور دستخط کرنے کے بعد اجلاس شروع ہونے سے کم از کم 48 گھنٹے قبل رجسٹرڈ آفس کے پتے پر ارسال کر دے۔
- 2- سی ڈی سی شیئرز ہولڈر ہونے کی صورت میں درج بالا کے علاوہ ذیل میں درج ہدایات پر بھی عمل کرنا ہوگا:  
(الف) فرد ہونے کی صورت میں اکاؤنٹ ہولڈر یا سب اکاؤنٹ ہولڈر اور / یا وہ جس کی سیکورٹیز گروپ اکاؤنٹ میں ہوں اور ان کی رجسٹریشن کی تفصیلات قواعد و ضوابط کے مطابق اپ لوڈ ہوں انہیں کمپنی کی جانب سے دی گئی ہدایات کی روشنی میں پر کسی فارم جمع کرانا ہوگا۔  
(ب) مختار نامے پر بطور گواہان دو افراد کے دستخط ہونے چاہئیں اور ان کے نام، پتے اور کمپیوٹرائزڈ قومی شناختی کارڈ نمبرز فارم پر درج ہوں۔  
(ج) بینیفیشل اونرز (مستفید ہونے والے فرد) کمپیوٹرائزڈ قومی شناختی کارڈ یا پاسپورٹ کی مصدقہ نقول بھی منسلک کرنی ہوگی جسے نائب مختار نامہ کے ہمراہ پیش کرے گا۔  
(د) اجلاس کے وقت نائب کو اپنا اصل کمپیوٹرائزڈ قومی کارڈ یا اصل پاسپورٹ پیش کرنا ہوگا۔  
(و) کارپوریٹ ادارہ ہونے کی صورت میں بحیثیت ممبر (رکن)، بورڈ آف ڈائریکٹرز قرارداد / مع نامزد کردہ شخص / انارنی کے نمونہ دستخط پاور آف اٹارنی (اگر پہلے فراہم نہ کئے گئے ہوں) پر کسی فارم (مختار نامے) کے ہمراہ کمپنی میں جمع کرانا ہوگا۔

# **GUIDELINES TO REGISTER FOR CENTRALIZED CASH DIVIDEND REGISTER (CCDR) INTRODUCTION**

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 [www.eservices.cdaccess.com.pk/public/index.xhtml](http://www.eservices.cdaccess.com.pk/public/index.xhtml)
- 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۔ مرکزی کیش ڈیویڈنڈ رجسٹر

تعارف:

سینٹرل ڈیپازٹری کمپنی نے مرکزی کیش ڈیویڈنڈ رجسٹر (CCDR) کی بنیاد رکھی ہے۔ یہ ایک الیکٹرونک سروسز ویب پورٹل ہے جس میں لسٹ کمپنیز کی جانب سے ادا شدہ، غیر ادا شدہ اور روکے جانے والے کیش ڈیویڈنڈز کی تفصیلات درج کی جائیں گی۔ CCDR کے ذریعے لسٹ کمپنیز کی جانب سے شیئر ہولڈرز کو ادا کیے گئے ڈیویڈنڈز کا ریکارڈ رکھنا ممکن ہوگا اور اس معلومات تک شیئر ہولڈرز کو رسائی فراہم کی جائے گی۔ اس کے ذریعے لسٹ کمپنیز کو کیش ڈیویڈنڈ کے کاؤنٹر فائل کی پرنٹنگ اور اس کی ڈاک ٹکٹ کے ذریعے ترسیل پر آنے والے خرچ کو بچانے میں بھی کامیابی حاصل ہوگی۔ اس ویب پورٹل کے ذریعے لسٹ کمپنیز کے شیئر ہولڈرز کو کیش ڈیویڈنڈز کی تفصیلات مرکزی رجسٹر سے باہر حاصل ہوگی اور ان کا ریکارڈ رکھنا بھی آسان ہوگا۔

## رجسٹریشن کا طریقہ کار

- ای ڈیویڈنڈ سروسز کے لئے رجسٹر کرنے کیلئے ہماری ای سروسز پورٹل پر جائیں [www.eservices.cdcaccess.com.pk/public/index.xhtml](http://www.eservices.cdcaccess.com.pk/public/index.xhtml)
- اگر آپ پہلے سے ای سروسز کی سہولت حاصل نہیں کر رہے تو New Here? Register Now کے ٹیب پر کلک کر کے خود کو رجسٹر کروائیں۔ (اس سروسز کیلئے کوئی بھی رجسٹر کر سکتا ہے۔ رجسٹریشن کیلئے افراد کو CNIC/NICOP/POC یا پاسپورٹ درکار ہوگا اور کارپوریٹ ادارے کو رجسٹریشن نمبر یا NTN کی ضرورت ہوگی۔)
- Register Now پر کلک کرنے کے بعد سکرین پر ابھرنے والے فارم کو پُر کریں۔ (تمام لازمی خانوں کے آگے \* کا نشان نمایاں ہوگا۔ ان تمام خانوں کو پُر کرنا لازمی ہے۔)
- فارم پُر کرنے کے بعد 'Save' کا بٹن دبا کر فراہم کی گئی معلومات کے محفوظ کیجئے۔
- فارم کو کامیابی سے محفوظ کرنے کے بعد آپ کو اپنے رجسٹرڈ ای میل ایڈریس پر ایک لنک موصول ہوگا۔ اس لنک کو کلک کرنے پر پاس ورڈ تبدیل کرنے کیلئے ایک نئی سکرین کھل جائے گی۔
- پاس ورڈ 8-10 ہندسوں کا ہو سکتا ہے جس میں سے 6 انگریزی حروف تہجی (ایک اپر کیس اور ایک لوئر کیس) اور کم از کم دو نمبرز ہونے چاہئیں۔
- پاس ورڈ سیٹ کرنے کے بعد ای سروسز کے ہوم پیج پر واپس آ جائیں۔
- افراد کے لئے یوزر آئی ڈی (CNIC / NICOP / POC / Passport (User ID) ہوگا اور کارپوریٹ ادارے کیلئے رجسٹریشن نمبر یا NTN نمبر ہوگا۔ پاس ورڈ وہی ہوگا جو آپ نے پہلے منتخب کیا ہے

## سروس کی شروعات

- اپنے اکاؤنٹ میں کامیابی سے لاگ ان کرنے کے بعد eDividend کے آپشن کے نیچے My eDividend کے ٹیب پر کلک کیجئے۔ eDividend Service Activation سکرین کھل جائے گی۔
- سی ڈی ایس اکاؤنٹ ہولڈر اپنے پارٹنیشنر آئی ڈی اور سی ڈی ایس اکاؤنٹ نمبر مہیا کریں اور فریکل شیئر سرٹیفیکیٹ کیلئے فوٹیو نمبر اور سیکورٹی سمبل (Symbol) دیں۔
- سکرین پر List of my eDividend(s) لوڈ ہونے پر اگر آپ سی ڈی ایس اکاؤنٹ ہولڈر ہیں تو پارٹنیشنر آئی ڈی اور سی ڈی ایس اکاؤنٹ نمبر ڈالیں اور اگر آپ کے پاس کاغذی شیئر سرٹیفیکیٹ ہیں تو فوٹیو نمبر اور سیکورٹی سمبل ڈالیں۔ اس کے بعد آپ کو OTP آپشن کا انتخاب کرنا ہوگا یعنی موبائل نمبر یا ای میل۔ اس کے مہیا کرنے کے بعد آپ کی ای ڈیویڈنڈ سروسز کا آغاز ہو جائے گا۔
- سروسز کے فعال ہو جانے پر آپ کے سامنے List of my eDividend(s) کی سکرین ظاہر ہو جائے گی جس پر آپ اپنے Dividend Payment Status کو دیکھ سکتے ہیں۔ آپ Paid Status والے ڈیویڈنڈز کی Dividend Report بھی دیکھ پائیں گے۔

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\*Mobile app is also available for download for android and ios devices



**Corporate Office:**  
1-A, Danepur Road, G.O.R-1, Lahore.  
UAN: +92 42 111 645 942  
Phone: +92 42 36311881-3  
Fax: +92 42 36311884

**Karachi Office:**  
C-6/1, Street No.3, Bath Island,  
Clifton Karachi  
Phone: +92-21-35290674-5

**Islamabad Office:**  
Suite No. 1402, 14th Floor,  
Green Trust Tower,  
Jinnah Avenue, Blue Area Islamabad.  
Phone: +92-51-2813054-6

**Multan Office:**  
House No. 95, Block C,  
Phase III, Model Town, Multan.  
Phone: +92-61-6521101-3

**Peshawar Office:**  
Office No.280, 3rd Floor,  
Deans Trade Centre,  
Islamia Road, Peshawar Cantt.  
Phone: +92-91-5253186-7