

Through PUCARS & COURIER  
**FORM-4**

Ref. No. HTLL/Corporate/10-2019/001  
October 03, 2019

The General Manager  
Pakistan Stock Exchange Limited  
Stock Exchange Building  
Stock Exchange Road  
Karachi.

**Subject: Notice of Annual General Meeting**

Dear Sir,

Enclosed please find a copy of the Notice of the Annual General Meeting to be held on October 25, 2019 for circulation amongst the TRE Certificate Holders of the Exchange.

Yours Sincerely,

For and on behalf of **Hi-Tech Lubricants Limited**



(Fraz Amjad Khawaja)



**Company Secretary & Chief Compliance Officer**



[www.hitechlubricants.com](http://www.hitechlubricants.com)



+92-42-111-645-942



+92-42-36311884



[info@hitechlubricants.com](mailto:info@hitechlubricants.com)

**OFFICES:**

**CORPORATE:** 1-A Danepur Road, GOR-1, Lahore.

**KARACHI:** C-6 /1, Street No. 3, Bath Island, Clifton Karachi. Tel: +92- 21-111-645-942, Fax +92-21-35290672.

**ISLAMABAD:** Suite # 1402, 14th Floor Green Trust Tower, Jinnah Avenue Blue Area, Islamabad Tel: +92-51-111-645-942, Fax: +92-51-2813057.

**PESHAWAR:** Office No. 280, 3rd Floor, Deans Trade Center Islamia Road, Peshawar, Cantt. Tel: +92-91-5253186-7, Fax: +92-91-5253188.

**HI-TECH LUBRICANTS LIMITED**  
Notice Of 11th Annual General Meeting  
To Be Held on October 25, 2019

**Positive Energy**  
a Pathway to Peak Performance



# NOTICE OF 11<sup>TH</sup> ANNUAL GENERAL MEETING OF HTL



Notice is hereby given that the 11<sup>th</sup> Annual General Meeting of the shareholders of Hi-Tech Lubricants Limited (HTL) will be held on Friday October 25, 2019 at 15:00 Hours at Falettis Hotel, 24-Egerton Road, Lahore. Pakistan, to transact the following businesses:

## **ORDINARY BUSINESS**

1. To confirm minutes of 10<sup>th</sup> annual general meeting held on 26.10.2018, as submitted to PSX.
2. To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended June 30, 2019 together with the Board of Directors' and Auditor's reports thereon.
3. To approve and declare final cash dividend of Rs. 0.25 per share i.e. @ 2.5 % as recommended by the Board of Directors for the year ended June 30, 2019.
4. To appoint Auditors of the Company for the next financial year 2019-20 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, 2019 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, 2020.

(a). "RESOLVED THAT the transactions carried out by the Company with the following related party for the financial year ended June 30, 2019 be and are hereby ratified and approved"

Name(s)	Nature of Transactions	Amount
Sabra, Hamida Trust (SHT)	Donations under CSR Policy	PKR 16.5 Million

(b) "RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to approve all transactions upto 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, 2020."

(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, 2020 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, (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, 2019 and (b) & (c) to authorize the Board of Directors to approve all related party transactions carried out and to be carried out with HTBL during the year ending June 30, 2020;

(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, 2019 be and are hereby ratified and approved"

Name(s)	Nature of Transactions	Amount (PKR)
Hi-Tech Blending (Private) Limited (HTBL) (Wholly owned subsidiary company of HTL)	Purchase of Lubricants	4364.6 Million
	Sale of lubricants	0.17 Million
	Loans disbursed	656.95 Million
	Loans recovered	656.95 Million
	Interest charged on short term loans	33.63 Million
	Interest received on short term loans	41.20 Million
	Lease rentals paid	3 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 HTBL for the financial year ending June 30, 2020.”

(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, 2020 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 03, 2019**

**NOTES:**

1. **Book Closure:** The share transfer books of the company will remain closed from 19-10-2019 to 25-10-2019 (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](mailto:info@cdcsrsl.com), Website: <https://www.cdcsrsl.com> by the close of business (5:00 PM) on 18-10-2019 will be considered in time to be eligible for the purpose of attending and voting at 11th 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. 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. Participation in 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 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.

**4. Electronic Transmission of Financial Statements:** 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.

**5. 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 \_\_\_\_\_.

**6. Placement of Financial Statements on Website:** The Company has placed the Audited Annual Financial Statements for the year ended June 30, 2019 along with Auditors' and Directors' Reports thereon on company's website [hitechlubricants.com](http://hitechlubricants.com)

**7. 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:

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.

**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.

**8. 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@cdcsrsl.com](mailto:info@cdcsrsl.com), Website: <https://www.cdcsrsl.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.

**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. 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.cdcaccess.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 11<sup>th</sup> Annual General Meeting (AGM) of Hi-Tech Lubricants Limited (the "Company") to be held on Friday October 25, 2019 at 15:00 Hours

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

### **(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 first, 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.

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) Authorization for the Board of Directors to approve related party transactions during the financial year ending June 30, 2020**

The company is and shall be conducting transactions with its related parties during the financial year ending June 30, 2020 and subsequently, in the ordinary course of business and 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, 2020, 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, 2020, 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.

**(2) Agenda Item No. 6:**

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

The transactions with associated Companies for the sale and purchase of goods, disbursement of short term loans and interest thereon and lease rentals paid were being approved by the Board as recommended by the Audit Committee on quarterly basis pursuant to the Listed Companies (Code of Corporate Governance) Regulations, 2017;

The 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.

The transactions with related parties are entered into as per policy approved by the Board.

The Company has 100% holding in wholly owned subsidiary company.

**(b) & (c) Authorization for the Board of Directors to approve related party transactions during the financial year ending June 30, 2020**

The Company shall be conducting transactions of sale and purchase of goods, loan disbursements and payment of lease rental with associated companies during the year ending June 30, 2020 in the normal course of business and therefore, all the future transactions shall be approved by the Board of Directors on quarterly basis.

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.

(3) 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.

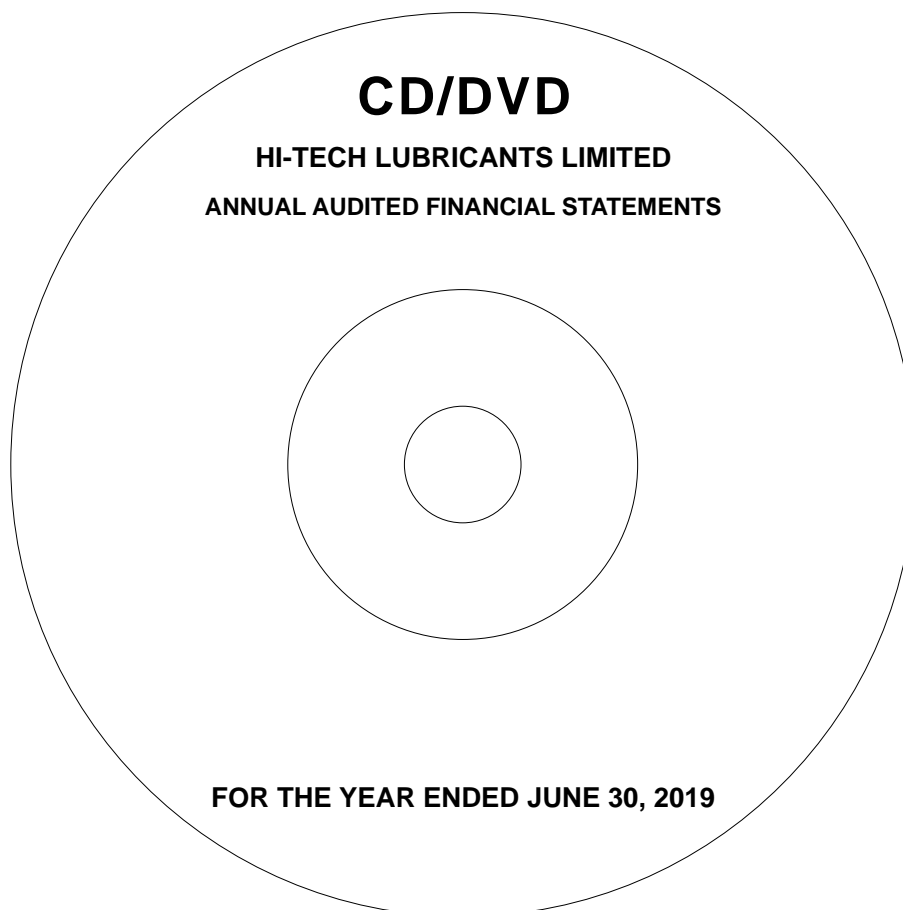
## **ENCLOSING CD FOR TRANSMISSION OF ANNUAL AUDITED ACCOUNTS**



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 \_\_\_\_\_ 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 25, 2019 at 03:00 p.m.** and at any adjournment thereof.

As witness my/our hand this \_\_\_\_\_ day of October, 2019 at \_\_\_\_\_

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

Name \_\_\_\_\_

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

Address \_\_\_\_\_

Affix Revenue  
Stamp of Rs. 5/-

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

Name \_\_\_\_\_

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

Address \_\_\_\_\_

Member's Signature

Date:

[illegible]

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.
2. 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.

## مختار نامہ

میں / ہم \_\_\_\_\_  
کا / کے \_\_\_\_\_  
بحیثیت رکن ہائی-ٹیک لبریکنٹس لمیٹڈ اور حامل حصص، برطانیق شیئرز رجسٹرڈ لمیٹڈ  
اور / یا سی ڈی سی پارٹنیشن (شرکت آئی ڈی نمبر) \_\_\_\_\_  
اور سب اکاؤنٹ (ذیلی کھاتہ) نمبر \_\_\_\_\_  
محترم / محترمہ \_\_\_\_\_  
کو اپنے / ہمارے ایما پر \_\_\_\_\_  
مورخہ 25 اکتوبر 2019ء بروز جمعہ بوقت 3 بجے دوپہر

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 \_\_\_\_\_ 2019ء کو دستخط کئے گئے۔

## گواہان:

پانچ روپے مالیت کے رسید ٹکٹ 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 بلیکیو ریٹیز 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 پراکسی 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 گواہان اصل کمپیوٹرائزڈ قومی کارڈ یا اصل پاسپورٹ پیش کرنا ہوگا۔

(و) کارپوریٹ ادارہ ہونے کی صورت میں بحیثیت ممبر (رکن)، بورڈ آف ڈائریکٹرز / ذمہ دار / مع نامزد کردہ شخص / انارنی کے نمونہ دستخط پاؤر آف انارنی (اگر پہلے فراہم نہ کئے گئے ہوں) پراکسی فارم (مختار نامے) 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 information to your respective CDC Participant / CDC Investor Account Services (in case your shareholding is in Book Entry Form) or to our 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: <https://www.cdcsrcsl.com> (in case your shareholding is in Physical Form).

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

<b>MANDATORY INFORMATION REQUIRED UNDER COMPANIES ACT, 2017</b>	
<b>PERSONAL INFORMATION OF SHAREHOLDER OF HI-TECH LUBRICANTS LIMITED</b>	
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	
<b>BANK ACCOUNT DETAILS OF SHAREHOLDER OF HI-TECH LUBRICANTS LIMITED</b>	
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	
It is stated that above mentioned information is true and correct and I undertake to intimate any changes in above mentioned information to the HTL and its Share Registrar as soon as these occur.	
SIGNATURE OF SHAREHOLDER (AS ON CNIC)	Dated: _____

## نوٹس برائے لازمی مینڈیٹ بابت نقد ڈیویڈنڈ

عزیز محض دار

کمپنیز ایکٹ 2017 کے سیکشن 242 کے تحت لسٹڈ کمپنیوں کو نقد ڈیویڈنڈ کی ادائیگی صرف الیکٹرونک ذریعہ سے اہل حصص داران کے مقررہ بینک اکاؤنٹ کے توسط سے ہی کرنے کا اختیار ہے۔ اس لئے ہائی ٹیک لبریکٹنس لمیٹڈ (ایچ ٹی ایل) کے تمام حصص داران سے درخواست ہے کہ وہ ایچ ٹی ایل کو ان کے نقد ڈیویڈنڈ براہ راست ان کے مقررہ بینک اکاؤنٹ میں جمع کرانے کا مجاز قرار دیں اور بک انٹری حصدار ہونے کی صورت میں اپنے متعلقہ سی ڈی سی پارٹیسپینٹ سی ڈی سی انویسٹر اکاؤنٹ سروسز کو اور حصص کے طبعی شکل میں ہونے کی صورت میں ہمارے شیئرز رجسٹر اریمرسی ڈی سی شیئرز رجسٹر اریمرسی لمیٹڈ سی ڈی سی ہاؤس، 99-B، بلاک بی، ایس ایم سی ایچ ایس، مرکزی شاہراہ فیصل، کراچی۔ 74400، فون 500 111 111 21 92+، فیکس: 34326053 21 92+، ٹال فری نمبر 0800 23275 (CDCPL)، ای میل: info@cdcsrsl.com، ویب سائٹ: https://www.cdcsrsl.com، پاکستان کو لازمی معلومات بابت بینک ضرور فراہم کریں۔

برائے مہربانی نوٹ فرمائیں کہ جن حصص داران نے اپنے ڈیویڈنڈ مینڈیٹ کی معلومات پہلے ہی فراہم کر دی ہیں، وہ اپنے بینک اکاؤنٹ کی درستی اور اس کے فعال ہونے کی تصدیق کر لیں تاکہ آئندہ ان کے نقد ڈیویڈنڈ بلا تاخیر یا کسی پیچیدگی کے ان کے اکاؤنٹ میں جمع ہو جائیں۔

برائے تاکید مندرجہ فرمائیں کہ ڈیویڈنڈ مینڈیٹ کی معلومات فراہم کرنا تمام حصص داران کیلئے لازمی ہے خواہ وہ سی ڈی سی اکاؤنٹ / سب اکاؤنٹ ہولڈر ہوں یا وہ فزیکل شیئرز سرٹیفکیٹ کے حامل ہوں۔

کمپنیز ایکٹ 2017 کے تحت مطلوبہ لازمی معلومات

ہائی ٹیک لبریکٹنس لمیٹڈ (ایچ ٹی ایل) کے حصص داران کی ذاتی معلومات

شیئرز ہولڈر کا نام:

کمپیوٹرائزڈ قومی شناختی کارڈ نمبر: (CNIC):

ڈاک کا مکمل پتہ (ایچ ٹی ایل / شیئرز رجسٹر اریمرسی ڈیویڈنڈ کی اطلاع اور خط و کتابت کیلئے درکار)

فولیو نمبر / سی ڈی سی اکاؤنٹ نمبر

ہائی ٹیک لبریکٹنس کے حصص دار کے بینک اکاؤنٹ کی معلومات

بینک اکاؤنٹ کا نام (مکمل بڑا بقیہ چیک بک)

IBAN

بینک کا نام (مکمل بڑا بقیہ چیک بک)

برانچ کا نام اور پتہ (مکمل بڑا بقیہ چیک بک)

موبائل فون نمبر (فعال)

ای میل کا پتہ (فعال) اگر ہے۔

لینڈ لائن نمبر، اگر ہے۔

میں تصدیق کرتا / کرتی ہوں کہ درج بالا معلومات سچ اور درست ہیں اور ان معلومات میں کسی تبدیلی کی صورت میں ایچ ٹی ایل یا اس کے شیئرز رجسٹر اریمرسی مطلع کرنے کا / کی ذمہ دار ہوں۔

تاریخ

حصص دار کے دستخط (CNIC کے مطابق)

## **NOTICE FOR MANDATORY REQUIREMENT 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 [hitechlubricants.com](http://hitechlubricants.com)) on non-judicial stamp paper of Rs.50/- along with copies of your and witnesses CNICs.
2. Non-Muslim Individuals claiming exemption from compulsory deduction of Zakat:  
Affidavit / Solemn Affirmation (format available at [hitechlubricants.com](http://hitechlubricants.com)) 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 زکوٰۃ ڈکلیئریشن بمطابق CZ-50 فارمیٹ اعلیٰ تصدیق: زکوٰۃ سے مستثنیٰ، غیر مسلم حصہ دار

عزیز محترم،

زکوٰۃ و عشر آؤٹ ڈیفنس 1980 کے تحت زکوٰۃ ڈکلیئریشن اعلیٰ تصدیق: زکوٰۃ سے مستثنیٰ، غیر مسلم حصہ دار (فریگیل پاس ڈی ایس) کے لئے مقررہ فارمیٹ کے مطابق فراہم کرنا لازمی ہے۔

ہم کٹنی کی جانب سے حصص داران کو جاری کئے جانے والے ڈیویڈنڈ کے سلسلے میں زکوٰۃ کی کوئی راشنی سے متعلق اپنے ریکارڈ کو درست کرنے کی جانچ پڑتال کر رہے ہیں تاکہ آئندہ زکوٰۃ آؤٹ اتھارٹیز کی جانب سے کوئی اعتراض نہ اٹھایا جائے۔

**درج بالا احتیاط کے سبب آپ سے درخواست ہے کہ زکوٰۃ ڈکلیئریشن فارم پر کرتے وقت درج ذیل ہدایات پر عمل کریں:**

- زکوٰۃ ڈکلیئریشن صرف مقررہ فارمیٹ (CZ-50) کے مطابق -/Rs. 50 کے نان جوڈیشل اسٹیپ پیپر پر جمع کرائی جائے۔
- تمام مطلوبہ شعبہ اکالم درست طور پر پُر کئے جائیں، عمر، پتہ CNIC اور فوٹو CDS کاؤنٹ نمبر وغیرہ کی مکمل معلومات ہوں۔
- زکوٰۃ ڈکلیئریشن لازمی طور پر نوٹری پبلک (اچھ کسٹمر سے تصدیق شدہ) ہونا چاہئے۔
- زکوٰۃ ڈکلیئریشن پر اپنا فقہی عقیدہ/مذہب واضح طور پر تحریر کیا گیا ہو۔

لہذا زکوٰۃ آؤٹ اتھارٹیز کی جانب سے ایسے اعتراضات سے بچتے اور زکوٰۃ ڈکلیئریشن کے نمونہ فارمیٹ کی پیروی کیے بغیر برائے میری درج ذیل دستاویزات اس نوٹس کی وصولی کے 15 دن کے اندر جمع کرا دیں۔

**۱۔ کمپنیاں / مسلمان افراد جو اپنے عقیدے / فقہ کی بناء پر زکوٰۃ سے استثنیٰ کا دعویٰ کرتے ہوں:**

تصدیق شدہ زکوٰۃ ڈکلیئریشن (CZ-50) (فارمیٹ [hitechlubricants.com](http://hitechlubricants.com) پر دستیاب ہے) -/Rs. 50 کے نان جوڈیشل اسٹیپ پیپر پر جمع اپنے اور گواہان کے CNIC کی کاپیاں۔

**۲۔ غیر مسلم افراد جو زکوٰۃ کی لازمی کوٹنی سے مستثنیٰ ہونے کے دعویدار ہوں:**

حلف نامہ: اعلیٰ تصدیق (فارمیٹ [hitechlubricants.com](http://hitechlubricants.com) پر دستیاب ہے) جو سادہ کاغذ پر حصہ دار CDS کاؤنٹ بولڈر کا دستخط شدہ ہونے اپنے اور گواہان کے CNIC کی کاپیاں۔

برائے میری اپنے اور گواہان کے CNIC کی کاپیاں، تاثر ترین (CZ-50) فارمیٹ پر زکوٰۃ ڈکلیئریشن کے ہمراہ فراہم کریں۔

رجسٹرڈ حصص داران کی جانب سے (CZ-50) فارمیٹ پر زکوٰۃ ڈکلیئریشن اور اعلیٰ تصدیق اس نوٹس کے 15 دن کے اندر اندر موصول نہ ہونے کی صورت میں آئندہ ڈیویڈنڈ کیلئے ہم آپ کے زکوٰۃ کے ایشیئس کو صورتحال کے مطابق مسلم زکوٰۃ قابل ادائیگی سے مسلم زکوٰۃ قابل ادائیگی میں یا غیر مسلم زکوٰۃ قابل ادائیگی کو غیر مسلم زکوٰۃ قابل ادائیگی کے زمرے میں شامل کر دیں گے اور زکوٰۃ اتھارٹیز کو آؤٹ کے وقت زکوٰۃ ڈکلیئریشن اعلیٰ تصدیق نامہ اعلیٰ تصدیق کی عدم وصولی / عدم دستیابی کے طور پر رپورٹ کرنے پر مجبور ہوں گے۔

حصص داران سے درخواست ہے کہ وہ ان دستاویزات پر وہی دستخط کریں جو پیش کردہ ریکارڈ میں رجسٹرڈ ہیں۔

# **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.cdcaccess.com.pk/public/index.xhtml](http://www.eservices.cdcaccess.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 ڈیویڈنڈ کیش ڈیویڈنڈ رجسٹر (CCDR) کی بنیاد رکھی ہے۔ یہ ایک الیکٹرونک سروسز ویب پورٹل ہے جس میں ایڈمنسٹریٹری چارٹرس اور اثاثہ، غیر اثاثہ اور روئے جانے والے کیش ڈیویڈنڈ کی تفصیلات درج کی جائیں گی۔ CCDR کے ذریعے ایڈمنسٹریٹری جانب سے شیئر ہولڈرز کو ادائیگے کیے گئے ڈیویڈنڈز کا ریکارڈ رکھنا ممکن ہوگا اور اس معلومات شیئر ہولڈرز کو سرکاری فرم کی جائے گی۔ اس کے ذریعے ایڈمنسٹریٹری ڈیویڈنڈ کے کاؤنٹر فیکل کی پرکھنگ اور اس کی ڈاک ٹاٹ سے ذریعہ تبدیل کرنے والے خرچ کو چھان بین بھی کیا جاسکتا ہے۔ اس ویب پورٹل کے ذریعے ایڈمنسٹریٹری ہولڈرز کو کیش ڈیویڈنڈ کی تفصیلات مرکزی رجسٹر سے باہر ملنے والی معلومات کا ریکارڈ رکھنا بھی آسان ہوگا۔

## رجسٹریشن کا طریقہ کار

- ای ڈیویڈنڈ سروسز کے رجسٹر کرنے کیلئے ہماری ای سروسز پورٹل پر جائیں [www.eservices.cdaccess.com.pk/public/index.xhtml](http://www.eservices.cdaccess.com.pk/public/index.xhtml)
- اگر آپ پہلے سے ای سروسز کی ہولڈر ہیں تو New Here? Register Now کے بٹن پر کلک کر کے خود کو رجسٹر کریں۔ (اس سروسز کیلئے کوئی بھی رجسٹر کر سکتا ہے۔ رجسٹریشن کیلئے افراد کو CNIC/NICOP/POC یا پاسپورٹ ورکارڈ ہوگا اور کارپوریٹ ادارے کو رجسٹریشن نمبر یا NTN کی ضرورت ہوگی۔)
- Register Now پر کلک کرنے کے بعد سکرین پر پاپ اپ کے ذریعے فارم کو پُر کریں۔ (تمام لازمی خانوں کے آگے \* کا نشان لگایا جائے گا۔ ان تمام خانوں کو بھرنا لازمی ہے۔)
- فارم بھرنے کے بعد 'Save' کا بٹن دبا کر فراہم کی گئی معلومات کے محفوظ کیا جائیں گے۔
- فارم کو کامیابی سے محفوظ کرنے کے بعد آپ کو رجسٹرڈ ای میل ایڈریس پر ایک لنک موصول ہوگا۔ اس لنک کو کلک کرنے پر پاس ورڈ تبدیل کرنے کیلئے ایک ای میل سکرین دکھائی دے گی۔
- پاس ورڈ 8-10 ہتھوڑے ہو سکتا ہے جس میں سے 6 انگریزی حروف تہجی (ایک آپریٹس اور ایک لوئر کیس) کا دو کم از کم دو نمبرز ہونے چاہئیں۔
- پاس ورڈ دہرائی جانے کے بعد ای سروسز کے ہوم پیج پر داخلہ کیا جائے گا۔
- افراد کے لئے یوزر آئی ڈی CNIC / NICOP / POC / Passport (User ID) ہوگا اور کارپوریٹ ادارے کیلئے رجسٹریشن نمبر NTN ہوگا۔ پاس ورڈ وہی ہوگا جو آپ نے پہلے منتخب کیا ہے

## سروسز کی شروعات

- اپنے اکاؤنٹ میں کامیابی سے لاگ ان کرنے کے بعد eDividend کے آپشن کے نیچے My eDividend کے بٹن پر کلک کیجئے۔ eDividend Service Activation سکرین دکھائی جائے گی۔
- ای ای سی ایف اکاؤنٹ ہولڈر اپنے پاس پورٹفولیو نمبر (Symbol) دیں۔
- سکرین پر List of my eDividend(s) کوڈ ہونے پر اگر آپ سی ڈی ایس اکاؤنٹ ہولڈر ہیں تو پارسیسٹ آئی ڈی اور سی ڈی ایس اکاؤنٹ نمبر ڈالیں اور اگر آپ کے پاس کانڈیٹ شیئر سرفیکلیٹ ہیں تو فوولیو نمبر اور سٹیک ہولڈر ڈیٹیلز ڈالیں۔ اس کے بعد آپ کی ای ڈیویڈنڈ سروسز کا آغاز ہو جائے گا۔
- سروسز کے فعال ہوجانے پر آپ کے سامنے List of my eDividend(s) کی سکرین ظاہر ہوجائے گی جس پر آپ اپنے Dividend Payment Status کو دیکھ سکتے ہیں۔ آپ Paid Status والے ڈیویڈنڈ کی Dividend Report بھی دیکھ سکتے ہیں۔

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- ☑ Risk profiler\*
- ☑ Financial calculator
- ☑ Subscription to Alerts (invest notifications, corporate and regulatory actions)
- ☑ JamaPunji application for mobile device
- ☑ Online Quizzes



Investment Commission of Pakistan  
www.secp.gov.pk

\*These apps/services available for download for personal and/or business



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