



## TARIQ GLASS INDUSTRIES LTD.

HEAD OFFICE & MARKETING OFFICE

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Ref.: TGIL/Shares/2.5

April 20, 2021

The General Manager  
Pakistan Stock Exchange Ltd.  
Stock Exchange Road  
**Karachi**

Subject: **Follow-up With the Physical Shareholders For Conversion of Their Shares into Book-Entry Form**

Dear Sir,

Reference is made to letter No. CSD/ED/Misc./2016.639-640 of Securities & Exchange Commission of Pakistan to follow-up with the physical shareholders for conversion of their shares into book-entry form.

In this regard, the attached follow-up letter is being dispatched to all the physical shareholders of the Company.

Thanking you.

Yours sincerely,  
**For Tariq Glass Industries Limited**

(Mohsin Ali)  
Company Secretary

Cc:

1. Mr. Imran Saif, Deputy Director – Corporate Supervision Department, SECP, Islamabad

# **TARIQ GLASS INDUSTRIES LIMITED**

128-J, MODEL TOWN, LAHORE - PAKISTAN

## **FOLLOW-UP WITH THE PHYSICAL SHAREHOLDERS FOR CONVERSION OF THEIR SHARES INTO CDC / BOOK-ENTRY FORM**

**Dear Physical Shareholder,**

Please refer to the provisions of Section 72 of the Companies Act, 2017 (the Act) requiring all the then existing companies to replace shares issued by them in physical form with the shares in the Book-Entry Form within a period not exceeding four years from the date of the promulgation of the Act.

The shareholders must know that the main function of Central Depository Company of Pakistan Limited (CDC) is to operate and maintain the Central Depository System (CDS). An electronic book-entry system used to record and maintain shares / securities and to register the transfer of shares / securities. The system changes the ownership of shares / securities without any physical movement or endorsement of certificates and execution of transfer instruments.

### **BENEFITS OF CONVERSION OF SHARES IN CDC / BOOK-ENTRY FORM:**

A shareholder can be benefited in following ways if he/she keeps his/her shares in CDC / Book-Entry Form:

- Eliminates the risks and costs associated with storing certificates and replacing lost or stolen certificates.
- Permits electronic share transactions between your broker or dealer and CDC.
- Reduced workload and manpower requirements due to paperless settlement.
- Instantaneous transfer of ownership.
- No stamp duty on transfers in CDS.
- No risk of damaged, lost, forged or duplicate certificates.
- No impact in case of sudden increase of settlement volumes.
- Instant credit of corporate entitlements (bonus, rights and new issues).
- Paperless environment (no traditional vaults).
- Secure custody of securities.
- Substantial reduction of paperwork during book closure.
- Convenient pledging of securities.
- Substantial reduction in time & capital investments.
- Reduces the overall administrative costs of shareholders.

### **HOW TO CONVERT:**

1. Open a CDC Investor Account with any of the brokers registered with PSX or directly with Central Depository Company of Pakistan Limited.
2. Deposit your physical share certificates along with verified transfer deed into your CDC Investor Account.
3. After approval by the respective Share Registrar your shares will exist electronically in your CDC Investor Account just like your money exist in your bank account.

In compliance to the provisions of Section 72 of the Companies Act, 2017, all the physical shareholders are required to convert their physical shares in the CDC / Book-Entry Form. Therefore, you are urged to convert your physical shares into CDC / Book-Entry Form at your earliest possible.

Sincerely yours,

**For Tariq Glass Industries Limited**

-Sd-  
**(Mohsin Ali)**  
**Company Secretary**