

# Maple Leaf Cement Factory Limited



42-Lawrence Road, Lahore (PAKISTAN)  
Phones: 042-36278904, 042-36278905

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

**PUCARS / Courier**  
MLCF/PSX-6/89  
June 09, 2023

## **Procedure for Electronic Voting Facility and Voting through Postal Ballot on Special Business**

Dear Sir,

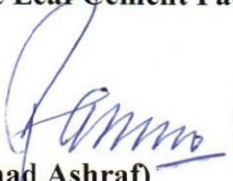
Pursuant to requirement of the Companies (Postal Ballot) Regulations, 2018, we are enclosing herewith Procedure for Electronic Voting Facility and Voting through Postal Ballot on Special Businesses to be transacted in the forthcoming Extraordinary General Meeting of the Members of **Maple Leaf Cement Factory Limited** scheduled to be held on **Tuesday, June 20, 2023 at 10:00 AM** which are being published into Newspapers for information of shareholders.

In pursuance of clause 5.6.9(b) of the Listing Regulations of Pakistan Stock Exchange, the enclosed notices are being sent to the Exchange prior to publication in newspapers.

You may please inform the TRE Certificate Holders of the Exchange accordingly.

Yours faithfully,

**For Maple Leaf Cement Factory Limited**

  
(Muhammad Ashraf)  
Company Secretary



CC

- ♦ **The Executive Director/HOD,**  
Offsite-II Department, Supervision Division,  
Securities & Exchange Commission of Pakistan,  
63, NIC Building, Jinnah Avenue, Blue Area,  
**Islamabad**

**MAPLE LEAF CEMENT FACTORY LIMITED**

Registered Office: 42-Lawrence Road, Lahore.

Phone: 042-36278904-05, Fax: 042-36368721

**KMLG**  
Kohinoor Maple Leaf Group**PROCEDURE FOR ELECTRONIC VOTING FACILITY AND  
VOTING THROUGH POSTAL BALLOT ON SPECIAL BUSINESS**

This is in continuation of Extraordinary General Meeting Notice published on **Tuesday, May 30, 2023.**

The members are hereby notified that pursuant to Companies (Postal Ballot) Regulations, 2018 amended through Notification dated December 05, 2022, issued by the Securities and Exchange Commission of Pakistan ("SECP"), wherein, SECP has directed all the listed companies to provide the right to vote through electronic voting facility and voting by post to the members on all businesses classified as special business.

Accordingly, members of Maple Leaf Cement Factory Limited (the "Company") will be allowed to exercise their right to vote through electronic voting facility or voting by post for the special business in its forthcoming Extraordinary General Meeting to be held on Tuesday, June 20, 2023, at 10:00 AM, in accordance with the requirements and subject to the conditions contained in the aforesaid Regulations.

For the convenience of the Members, ballot paper is annexed to this notice and the same is also available on the Company's website at [www.kmlg.com](http://www.kmlg.com) for download.

Lahore  
June 12, 2023

By order of the Board  
(**Muhammad Ashraf**)  
Company Secretary

**Procedure for E – Voting:**

- (a) Details of the e-voting facility will be shared through an e-mail with those members of the Company who have their valid CNIC numbers, cell numbers, and e-mail addresses available in the register of members of the Company by the close of business of June 13, 2023.
- (b) The web address, login details, will be communicated to members via email. The security codes will be communicated to members through SMS from web portal of CDC Share Registrar Services Limited (being the e-voting service provider).
- (c) Identity of the Members intending to cast vote through e-Voting shall be authenticated through electronic signature or authentication for login.
- (d) E-Voting lines will start from June 15, 2023, 09:00 AM and shall close on June 19, 2023 at 5:00 PM. Members can cast their votes any time in this period. Once the vote on a resolution is cast by a Member, he / she shall not be allowed to change it subsequently.

**Procedure for Voting Through Postal Ballot:**

The members shall ensure that duly filled in and signed ballot paper along with copy of Computerized National Identity Card (CNIC) should reach the Chairman of the meeting through post on the Company's Registered Address, 42-Lawrence Road, Lahore or e-mail at [chairman@kmlg.com](mailto:chairman@kmlg.com) one day before the Extraordinary General Meeting i.e. on June 19, 2023, during working hours. The signature on the ballot paper shall match with the signature on CNIC.





**MAPLE LEAF CEMENT FACTORY LIMITED**

Registered Office: 42-Lawrence Road, Lahore.

Phone: 042-36278904-05, Fax: 042-36368721

**KMLG**  
Kohinoor Maple Leaf Group**POSTAL BALLOT PAPER**Ballot for voting through post for the Special Business at the Extraordinary General Meeting to be held on Tuesday, June 20, 2023 at 10:00 AM at 42-Lawrence Road, Lahore, the Registered Office of the Company **Phone:** 042-36278904-05 **Website:** [www.kmlg.com](http://www.kmlg.com)

Folio / CDS Account Number

Name of Shareholder / Proxy Holder

Registered Address

Number of shares Held

CNIC/Passport No. (in case of foreigner) (copy to be attached)

Additional information and enclosures (in case of representative of body corporate, corporation, and Federal Government)

Name of Authorized Signatory

CNIC/Passport No. (in case of foreigner) of Authorized Signatory (copy to be attached)

**Resolution For Agenda Item No. 1**

To consider and, if thought fit, pass the following resolutions as Special Resolution with or without modification: -

**“Resolved that** the Authorised Share Capital of the Company be and is hereby increased from Rs. 15,000,000,000 divided into 1,500,000,000 Shares of Rs. 10/- each, comprising 1,400,000,000 Ordinary and 100,000,000 Preference Shares to Rs. 50,000,000,000 divided into 5,000,000,000 Shares of Rs. 10/- each, comprising 4,900,000,000 Ordinary and 100,000,000 Preference Shares of Rs.10/- each.**Resolved further that** the Memorandum of Association of the Company be and is hereby altered by substituting the existing clause V with the following new clause: -

V. The Authorised Share Capital of the Company is Rs. 50,000,000,000 (Rupees fifty billion only) divided into 5,000,000,000 (five billion only) Shares of Rs.10/- (Rupees ten only) each, comprising 4,900,000,000 Ordinary and 100,000,000 Preference Shares with the power to increase or reduce the capital and to divide the shares in the capital for the time being into several classes in accordance with the provisions of the Companies Act, 2017 and any rules made thereunder, and to attach thereto respectively such preferential, deferred, qualified or special rights, privileges or conditions as may be determined by or in accordance with the Articles of Association or the Regulations of the Company for the time being, and to vary, modify or abrogate any such rights, privileges or conditions in such manner as may for the time being be provided by the Articles of Association or Regulations of the Company.

**Resolved further that** any Director or Company Secretary of the Company be and are hereby **singly** authorised to do all acts, deeds, things and to take any or all necessary actions to complete all legal formalities and file all necessary documents in this regards as they think fit on behalf of the Company”.**Resolution For Agenda Item No. 2**

To consider dissemination of annual audited financial statements through QR enabled code and weblink instead of transmitting the same in the form of CD/DVD/USB and approve the following resolution as a Special Resolution with or without modification: -

**“Resolved that** dissemination of information regarding annual audited financial statements to the shareholders through QR enabled code and weblink as notified by the Securities and Exchange Commission of Pakistan vide its SRO 389 (I)/2023 dated 21st March, 2023, be and is hereby approved while considering technological advancements and old technology becoming obsolete, the circulation of annual financial statements through CD/DVD/USB be discontinued.”**Instructions For Poll**

1. Please indicate your vote by ticking (✓) the relevant box.

2. In case if both the boxes are marked as (✓), you poll shall be treated as **“Rejected”**.

I/we hereby exercise my/our vote in respect of the above resolution through ballot by conveying my/our assent or dissent to the resolution by placing tick (✓) mark in the appropriate box below:

Resolution	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
<b>Resolution For Agenda Item No. 1</b>		
<b>Resolution For Agenda Item No. 2</b>		

**NOTES:**1. Dully filled in ballot paper should be sent to the Chairman at 42-Lawrence Road, Lahore or e-mail at [chairman@kmlg.com](mailto:chairman@kmlg.com)

2. Copy of CNIC/ Passport (in case of foreigner) should be enclosed with the postal ballot form.

3. Ballot paper should reach the Chairman within business hours by or before Monday, June 19, 2023. Any postal ballot received after this date, will not be considered for voting.

4. Signature on ballot paper should match with signature on CNIC/ Passport (In case of foreigner).

5. Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written poll paper will be rejected.

6. In case of a representative of a body corporate, corporation or Federal Government, the Ballot Paper Form must be accompanied by a copy of the CNIC of an authorized person, an attested copy of Board Resolution, / Power of Attorney / Authorization Letter etc., in accordance with Section(s) 138 or 139 of the Companies Act, 2017 as applicable.

7. Ballot Paper form has also been placed on the website of the Company at: [www.kmlg.com](http://www.kmlg.com). Members may download the ballot paper from the website or use an original/photocopy published in newspapers.

Date

Shareholder / Proxy holder Signature/Authorized Signatory

(In case of corporate entity, please affix company stamp)

