

REACHING NEW  
**HEIGHTS**



**NOTICE OF ANNUAL GENERAL MEETING**  
TUESDAY, OCTOBER 15, 2024





# NOTICE OF ANNUAL GENERAL MEETING

**NOTICE is hereby given that 45th Annual General Meeting (AGM) of the shareholders of Kohat Cement Company Limited (the "Company") will be held on Tuesday, October 15, 2024 at 11:00 A.M., at its registered office, Kohat Cement Factory, Rawalpindi Road, Kohat, to transact the following business:**

## **Ordinary Business**

1. To receive, consider and adopt the audited financial statements of the Company for the year ended June 30, 2024 together with Auditors' and Directors' Reports and Chairman's Review.
2. To appoint Auditors of the Company and to fix their remuneration.

The members are hereby notified that the retiring auditors M/s. KPMG Taseer Hadi & Co. Chartered Accountants have given their consent to act as Auditors of the Company and the Board Audit Committee & the Board of Directors have recommended their name for reappointment as auditors of the Company.

## **Special Business**

3. To ratify and approve transactions carried out with Related Parties in the ordinary course of business during the financial year ended June 30, 2024, under the authority of the special resolution passed in the last annual general meeting held on October 16, 2023.
4. To authorize the Chief Executive of the Company to approve all transactions with Related Parties carried out and to be carried out in the ordinary course of business during the financial year ending June 30, 2025 and till the date of next Annual General Meeting, and to further authorize him to take any and all necessary steps and to sign/execute any and all such documents/annexures on behalf of the Company as may be required.
5. To consider and if deemed fit, approve renewal of investment in the form of short-term running finance of upto PKR 600 Million in Ultra Kraft (Private) Limited (UKPL), an associated company, as per terms and conditions disclosed to the members.
6. To consider and if deemed fit, pass, with or without modification(s), addition(s) or deletion(s), special resolutions as proposed in the statement of material facts, pursuant to the provisions of Section 88 and all other applicable provisions of the Companies Act, 2017 read with the Listed Companies (Buy-Back of Shares) Regulations, 2019, for purchase/buy-back by Kohat Cement Company Limited (the Company) upto 12,000,000 (Twelve Million) of its own issued ordinary shares, having face value of Rs. 10 each, through the Pakistan Stock Exchange Limited (PXS) at the spot/current price acceptable to the Company prevailing during the purchase period.

Statement of material facts along with draft Special Resolutions are attached to this Notice.

## **By order of the Board:**

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Ms. Iqra Khalid  
Company Secretary

Lahore: September 24, 2024

## Statement of Material Facts Pursuant to the Provisions of the Companies Act, 2017

This statement sets out the material facts concerning Special Business to be transacted at the Annual General Meeting of the Company to be held on October 15, 2024.

### Item No. 3: Ratification / Approval of Related Party Transactions

The Company carried out transactions with its related parties in the ordinary course of business at arms' length basis in accordance with the Policy of related party transactions approved by the Board of Directors and under the authority of special resolution of the members passed by them in the last Annual General Meeting held on October 16, 2023. All the related party transactions summarized below were presented before the Board of Directors for their review and consideration as recommended by the Board Audit Committee on quarterly basis pursuant to Clause 15 of the Listed Companies (Code of Corporate Governance) Regulations, 2019.

Name of Related Party	Name of Interested Directors	Nature of Interest / Relationship	Description and terms & conditions of transaction	Pricing Policy	Amount (Rs.)
Kohat Cement Educational Trust (KCET)	Mr. Aizaz Mansoor Sheikh	Trustees of KCET	Contribution made to KCET (which runs school within the vicinity of KCCL factory)	n/a	7,932,347
	Mr. Nadeem Atta Sheikh				
	Mr. Muhammad Rehman Sheikh	Son of Mr. Aizaz Mansoor Sheikh			
	Mrs. Hafsa Nadeem	Spouse of Mr. Nadeem Atta Sheikh			
	Mr. Muhammad Atta Tanseer Sheikh	Brother of Mr. Ibrahim Tanseer Sheikh (Trustee of KCET)			
Ultra Pack (Private) Limited (UPPL)	Mr. Aizaz Mansoor Sheikh	Substantial shareholders and directors of ANS Capital (Pvt.) Ltd. which is holding Company of KCCL and UPPL	Purchase of poly propylene bags for packing of cement	Open Market Price	1,621,340,191
	Mr. Nadeem Atta Sheikh				
	Mr. Muhammad Rehman Sheikh	Shareholders of ANS Capital (Pvt.) Ltd. which is holding Company of KCCL and UPPL	Sale of Company's vehicle		865,000
	Mrs. Hafsa Nadeem				
	Mr. Muhammad Atta Tanseer Sheikh				
Ultra Kraft (Private) Limited (UKPL)	Mr. Aizaz Mansoor Sheikh	Substantial shareholders and directors of ANS Capital (Pvt.) Ltd. which is holding Company of KCCL and UKPL	Purchase of paper bags for packing of cement	Open Market Price	468,898,299
	Mr. Nadeem Atta Sheikh				
	Mr. Muhammad Rehman Sheikh				
	Mrs. Hafsa Nadeem	Shareholders of ANS Capital (Pvt.) Ltd. which is holding Company of KCCL and UKPL			
	Mr. Muhammad Atta Tanseer Sheikh				

The Directors have confirmed that they are only interested in these transactions to the extent of their directorship / trusteeship / shareholding in the related parties as disclosed above and that they do not have any other financial or other interest in these transactions.

The following resolution is proposed to be passed as Special Resolution with or without any modification:

“Resolved that following transactions carried out in the ordinary course of business at arm’s length basis with the related parties, in accordance with the Policy of related party transactions approved by the Board of Directors of Kohat Cement Company Limited, during the financial year ended June 30, 2024 be and are hereby ratified, approved and confirmed.

Name of Related Party	Description of transaction	Amount (Rs.)
Kohat Cement Educational Trust (KCET)	Contribution made to KCET (which runs a school within the vicinity of KCCL factory)	7,932,347
Ultra Pack (Private) Limited	Purchase of poly propylene bags for packing of cement	1,621,340,191
	Sale of Company's vehicle	865,000
Ultra Kraft (Private) Limited	Purchase of paper bags for packing of cement	468,898,299

#### Item No. 4: Authorization to the Company to transact with certain related parties

The Company will continue to carry out transactions with its Related Parties (detailed as under) in its ordinary course of business at arm’s length basis during the financial year ending June 30, 2025 and till the date of next annual general meeting.

Name of Related Party	Name of Interested Directors	Nature of Interest / Relationship	Description and terms & conditions of transaction	Pricing Policy
Ultra Pack (Private) Limited (UPPL)	Mr. Aizaz Mansoor Sheikh	Substantial shareholders and directors of ANS Capital (Pvt.) Ltd. which is holding Company of KCCL and UPPL	Sale of cement and purchase of poly propylene bags for packing of cement, etc.	Open market price
	Mr. Nadeem Atta Sheikh			
	Mr. Muhammad Rehman Sheikh			
	Mrs. Hafsa Nadeem	Shareholders of ANS Capital (Pvt.) Ltd. which is holding Company of KCCL and UPPL		
	Mr. Muhammad Atta Tanseer Sheikh			
Kohat Cement Educational Trust (KCET)	Mr. Aizaz Mansoor Sheikh	Trustees of KCET	Contribution towards operational costs of a school within the vicinity of Kohat Cement Factory being run by KCET	n/a
	Mr. Nadeem Atta Sheikh			
	Mr. Muhammad Rehman Sheikh	Son of Mr. Aizaz Mansoor Sheikh		
	Mrs. Hafsa Nadeem	Spouse of Mr. Nadeem Atta Sheikh		
	Mr. Muhammad Atta Tanseer Sheikh	Brother of Mr. Ibrahim Tanseer Sheikh (Trustee of KCET)		

Name of Related Party	Name of Interested Directors	Nature of Interest / Relationship	Description and terms & conditions of transaction	Pricing Policy
Ultra Kraft (Private) Limited (UKPL)	Mr. Aizaz Mansoor Sheikh	Substantial shareholders and directors of ANS Capital (Pvt.) Ltd. which is holding Company of KCCL and UKPL	Sale of cement and purchase of paper bags for packing of cement, etc.	Open market price
	Mr. Nadeem Atta Sheikh			
	Mr. Muhammad Rehman Sheikh			
	Mrs. Hafsa Nadeem	Shareholders of ANS Capital (Pvt.) Ltd. which is holding Company of KCCL and UKPL		
	Mr. Muhammad Atta Tanseer Sheikh			

The Directors have confirmed that they are only interested in these transactions to the extent of their directorship / trusteeship / shareholding in the related parties as disclosed above and that they do not have any other financial or other interest in these transactions.

Since, the majority of directors are interested in the proposed transactions as mentioned above, therefore, such related party transactions need approval of the members under the provisions of the Companies Act, 2017. Accordingly, these transactions shall be placed before the shareholders in the next AGM for their formal approval/ratification.

The following resolutions are proposed to be passed as Special Resolutions with or without modification:

“Resolved that Kohat Cement Company Limited (the Company) be and is hereby authorized to carry out the transactions with its Related Parties (detailed as under) as and when required in the ordinary course of business at arm’s length basis during the financial year ending June 30, 2025 and till the next Annual General Meeting, without any limitation on the amounts of the transactions.

Name of Related Party	Description of transaction
Kohat Cement Educational Trust (KCET)	Contribution towards operational costs of a school within the vicinity of Kohat Cement Factory being run by KCET
Ultra Pack (Private) Limited	Purchase of poly propylene bags for packing of cement and Sale of cement
Ultra Kraft (Private) Limited	Purchase of paper bags for packing of cement and Sale of cement

Further Resolved that Chief Executive of the Company be and is hereby authorized to undertake the transaction and take all necessary steps and to sign/execute any purchase order/document on behalf of the Company as may be required and to authorize any other officer of the Company to do so in order to implement the aforesaid Resolution(s).”

#### **Item No. 5 - Approval for renewal of Investment by way of short-term running finance in Ultra Kraft (Private) Limited, an associated company.**

The Members of the Company, in their last AGM held on October 16, 2023, approved and renewed the Short Term Running Finance of upto Rs. 600 Million in the associated Company, Ultra Kraft (Pvt.) Limited (UKPL), to meet its working capital requirements for a period of one year which is valid till October 28, 2024. UKPL has requested the Company to further extend the facility for another term of one year on existing terms and conditions. The members of the Company are accordingly required to consider and if deemed fit, approve the renewal request in terms of Section 199 of the Companies Act, 2017 read with the provisions of the Companies (Investment in Associated Companies or Associated Undertakings) Regulations, 2017.

The information required under the Companies (Investment in Associated Companies or Associated Undertakings) Regulations, 2017 is as under:

**Brief about Ultra Kraft (Private) Limited:**

UKPL is a private limited company incorporated on September 03, 2020. KCCL and UKPL are associated Companies by way of common holding company, M/s ANS Capital (Private) Limited (ANS). ANS holds 56.41% and 76% equity shares of KCCL and UKPL respectively. UKPL has set up a Paper Sack manufacturing plant in M3 Industrial City Faisalabad with production capacity of 120 million bags per annum. The commercial production has started in August 2023 and as on 30th June, 2024 UKPL has utilized PKR 502 million out of total sanctioned short-term running finance facility of PKR 600 million.

**Due Diligence:**

The disinterested directors have certified that the proposed investment is being made after due diligence and financial health of the borrowing company is such that it has the ability to repay the loan as per agreement. Due diligence report shall be made available for inspection of members in the AGM.

**Audited Financial Statements of UKPL**

The audited financial statements of UKPL for the year ended 30 June 2024 shall be made available to the members for inspection at the AGM.

**Interest of Investee Company, its sponsors and directors in the Company**

UKPL is not a member of the Company, however, its following sponsors/directors are employees/ members of the Company. They have no other interest except to the extent of their remunerations and the shareholdings in the Company, detailed as under:

Sr. No.	Name	Shareholding in UKPL		Shareholding in KCCL		Position in KCCL
		No.	%age	No.	%age	
1	ANS Capital (Private) Limited, the holding Company /member/ sponsor of UKPL	3,799,997	76%	110,482,320	56.41%	Holding Company / Sponsor
2	Mr. Ali Aizaz Sheikh, Chief Executive / Director of UKPL	1	0.00%	780	0.0004%	Member and full time employee
3	Mr. Faisal Atta Sheikh, Director of UKPL	1	0.00%	205,950	0.040%	
4	Mr. Ibrahim Tanseer Sheikh, Director of UKPL	1	0.00%	10,500	0.005%	

**Disclosures regarding associated company and investment**

(a) Regarding associated company: -

Sr.	Requirements	Information
i	Name of associated company	Ultra Kraft (Private) Limited (UKPL)
ii	Basis of relationship	UKPL is an associated company of KCCL as both UKPL and KCCL are subsidiaries of ANS Capital (Private) Limited (ANS). ANS owns and controls 76% equity shares of UKPL and 56.41% equity shares of KCCL.
iii	Earnings per share for the last three financial years (PKR)	2022; (1.83) 2023; (2.93) 2024; (28.26)
iv	Break-up value per share, based on the latest audited financial statements for financial year ended June 30, 2024	Rs. 128.71 - with Sponsors Loan Rs. (22.65) - without Sponsors Loan

Sr.	Requirements	Information		
v	Financial position, including main items of statement of financial position and profit and loss account on the basis of its latest audited financial statements for the year ended June 30, 2024.	<b>Balance Sheet</b>		
		Rupees	June 30, 2024 (audited)	June 30, 2023 (audited)
		Non-current Assets	1,393,979,301	1,498,195,778
		Current Assets	629,039,078	250,301,593
		Equity	643,545,084	584,843,810
		Non-current Liabilities	670,000,000	818,750,000
		Current Liabilities	709,473,296	344,903,561
		<b>Profit and Loss Account</b>		
		Rupees	June 30, 2024 (audited)	June 30, 2023 (audited)
		Sales	695,451,557	-
		Cost of Goods Sold	662,289,094	-
		Gross Profit	33,162,463	-
		Admin & General Expenses	3,333,564	2,661,140
		Selling & Distribution Expenses	10,396,580	-
		Other Income	21,843,800	8,842,799
		Finance costs	182,574,845	20,594,206
		Net Loss	(141,298,726)	(14,630,662)

(b) General disclosures: -

Sr.	Requirements	Information
i	Maximum amount of investment to be made	PKR 600 million
ii	Purpose, benefits likely to accrue to the investing company and its members from such investment and period of investment;	To support the associated company in meeting its working capital requirements and to earn Mark-up on short term finance which shall increase the profitability of the Company and add to the shareholders' value.  Period of investment is one year commencing from October 29, 2024.
iii	Sources of funds to be utilized for investment and where the investment is intended to be made using borrowed funds: (i) justification for investment through borrowings; (ii) detail of collateral, guarantees provided and assets pledged for obtaining such funds; and (iii) cost benefit analysis;	The investment will be made from the Company's own funds.
iv	Salient features of the agreement(s), if any, with associated company with regards to the proposed investment;	Agreement will be executed after approval of shareholders. Maximum amount of short-term running finance shall be PKR 600 million. Tenure shall be one year from October 29, 2024. Mark up shall be charged @ 3M KIBOR + 1.50% or at average borrowing cost of the Company, whichever is higher. Mark up shall be recovered on quarterly basis within 15 days of the end of each quarter. Non-payment of mark-up within stipulated time period shall entail a further mark-up/penalty at the rate of 5% per annum on unpaid amount.



Sr.	Requirements	Information			
v	Direct or indirect interest of directors, sponsors, majority shareholders and their relatives, if any, in the associated company or the transaction under consideration;	<p>UKPL and KCCL are subsidiaries of ANS Capital (Private) Limited.</p> <p>The directors, sponsors and majority shareholders of KCCL are also directors / members of ANS Capital (Private) Limited, holding company of UKPL as mentioned herein.</p> <p>None of the directors, sponsors, majority shareholders and their relatives have any interest directly or indirectly in the UKPL or the proposed arrangement, except that the following directors and their relatives have their shareholding/directorship in ANS Capital (Pvt.) Limited, which is the holding company of UKPL.</p>			
		Name of interested director, his relatives and position in KCCL	Shareholding in ANS Capital	%age of total share capital of ANS Capital	Position in ANS Capital
		Aizaz Sheikh, Director	18,661,041	27.28%	Director
		Nadeem Atta Sheikh, Director	28,647,044	41.87%	Director
		Shahnaz Aizaz, spouse of Aizaz Sheikh	799,501	1.17%	Member
		Hafsa Nadeem, Director	1,895,501	2.77%	Member
		Omer Aizaz Sheikh, son of Aizaz Sheikh and employee in KCCL	2,719,501	3.98%	Director
		Muhammad Rehman Sheikh, Director	2,819,501	4.12%	Director
		Faisal Atta Sheikh, son of Nadeem Sheikh and Hafsa Nadeem and employee in KCCL	100,000	0.15%	Director
		Asad Atta Sheikh, son of Nadeem Sheikh and Hafsa Nadeem and employee in KCCL	100,000	0.15%	Director
		Hamza Atta Sheikh, son of Nadeem Sheikh and Hafsa Nadeem	100,000	0.15%	Member
		Muhammad Atta Tanseer Sheikh, Director	2,225,001	3.25%	Member

Sr.	Requirements	Information			
		Name of interested director, his relatives and position in KCCL	Shareholding in ANS Capital	%age of total share capital of ANS Capital	Position in ANS Capital
		Ali Aizaz Sheikh son of Aizaz Sheikh and employee in KCCL	2,819,501	4.12%	Member
		Aminah Aizaz Sheikh daughter of Aizaz Sheikh	2,375,501	3.47%	Member
		Muhammad Mustafa Mansoor Sheikh son of Muhammad Rehman Sheikh	50,000	0.07%	Member
		Muhammad Murtaza Mansoor Sheikh son of Muhammad Rehman Sheikh	50,000	0.07%	Member
		Malika Rehman Sheikh daughter of Muhammad Rehman Sheikh	50,000	0.07%	Member
vi	In case any investment in associated company has already been made, the performance review of such investment including complete information / justification for any impairment or write offs; and	<p>KCCL in its EOGM held on April 14, 2022 approved to issue a Corporate Guarantee for an amount of upto PKR 400 million for a period of seven (7) years in favour of National Bank of Pakistan (NBP) along with lien/charge/ mortgage on immovable property of the Company, to secure long-term financial assistance to be extended by NBP to Ultra Kraft (Private) Limited. In line with this approved facility, KCCL issued a Corporate Guarantee amounting to PKR 390 million in favour of NBP on behalf of UKPL and also mortgaged its commercial properties bearing Plot no. 36 &amp; 37, Block P, Gulberg-II, Lahore.</p> <p>Out of approved Short Term Running Finance Facility of PKR 600 million, UKPL has utilized PKR 502 million as on June 30, 2024 for its working capital needs including the purchase of raw material i.e. Kraft paper, the most essential ingredient to run the business.</p> <p>UKPL is regularly serving the commission and mark up on the approved facilities to KCCL in accordance with the agreed terms. Moreover, UKPL is also current on all its debt obligations with its lenders including NBP. KCCL has not accounted for any impairment / write off in respect of the facilities extended by it to UKPL.</p>			
vii	Any other important details necessary for the members to understand the transaction;	N/A			

(c) Additional disclosure in case of investments in the form of loans, advances and guarantees: -

Sr.	Requirements	Information
i	Category-wise amount of investment;	Short-term running finance of upto PKR 600 million.
ii	Average borrowing cost of the investing company, the Karachi Inter Bank Offered Rate (KIBOR) for the relevant period, rate of return for Shariah compliant products and rate of return for unfunded facilities, as the case may be, for the relevant period	Average borrowing cost of KCCL on similar financing facilities available to the Company from different commercial banks during July 2023 to June 2024 is three months KIBOR + 0.75% ~ 1.25%
iii	Rate of interest, mark up, profit, fees or commission etc. to be charged by investing company;	KCCL shall charge mark-up at the rate of 1.50% above three months KIBOR or at the average borrowing cost of the Company, whichever is higher. Non-payment of mark-up within stipulated time period shall entail a further mark-up/penalty at the rate of 5% per annum on unpaid amount.
iv	Particulars of collateral or security to be obtained in relation to the proposed investment	Cross Corporate Guarantee of UKPL
v	If the investment carries conversion feature i.e. it is convertible into securities, this fact along with terms and conditions including conversion formula, circumstances in which the conversion may take place and the time when the conversion may be exercisable	There are no conversion features in the subject facility.
vi	Repayment schedule and terms and conditions of loans or advances to be given to the associated company.	The short term running finance facility shall be available to UKPL for a period of one year. Mark up shall be paid by UKPL on quarterly basis within 15 days of the end of each quarter. Non-payment of mark-up within stipulated time period shall entail a further mark-up/penalty at the rate of 5% per annum on unpaid amount.

#### Draft special resolutions:

The following resolutions are proposed to be passed as Special Resolutions with or without any modification:

“Resolved that approval of members of Kohat Cement Company Limited (the “Company”) be and is hereby accorded and the Company be and is hereby authorized in terms of Section 199 and other applicable provisions of the Companies Act, 2017, for renewal of investment by way of short term running finance of upto PKR 600 Million in Ultra Kraft (Private) Limited (UKPL), an associated Company, to meet its working capital requirements for a term of one year from October 29, 2024 at a mark-up rate of 1.50% above three months KIBOR or at the average borrowing cost of the Company, whichever is higher, which shall be paid by UKPL within fifteen (15) days of end of each quarter and as per other terms and conditions disclosed to the members and non-payment of mark-up within stipulated time period shall entail a further mark-up/penalty at the rate of 5% per annum on unpaid amount.

Further Resolved that Chief Executive of the Company or any officer of the Company authorized by him be and is hereby authorized to enter into agreement with UKPL in line with the terms approved by the members and to do all acts, matters, deeds and things, take any or all necessary actions including signing and execution of agreement(s)/documents and to complete all legal formalities including filing of documents as may be necessary or incidental or expedient for the purpose of implementing the aforesaid resolutions.”

#### Item No. 6 - Approval for Buy-Back of Shares of Kohat Cement Company Limited

The Board of Directors (the Board) of Kohat Cement Company Limited (the Company) in its meeting held on September 05, 2024, has approved and recommended to the members of the Company for the purchase/buy-back of upto 12,000,000 (Twelve Million) of its own issued ordinary shares, having face value of Rs. 10 each, out of the distributable profits/reserves of the Company in accordance with the provisions of Section 88 and all other applicable provisions of the Companies Act, 2017 (the Act) read with the Listed Companies (Buy-Back of Shares) Regulations, 2019 (the Regulations) through the Pakistan Stock Exchange Limited (PSX) at the spot/current price acceptable to the Company prevailing during the purchase period (the Buy-Back). Following are the salient features as recommended by the Board for shareholders'/ members' approval in connection with the Buy-Back:

Description	BOD Recommendation
Purpose of the purchase	Cancellation of Shares
Mode of the purchase	Through the Pakistan Stock Exchange Limited
Indicative (maximum) number of shares proposed to be purchased (buy-back)	Up to an aggregate of 12,000,000 (Twelve Million) issued ordinary shares of the Company having paid-up/face value of PKR 10/- (Pak Rupees Ten Only) each
Indicative (maximum) percentage of shares proposed to be purchased (buy-back)	Approx. 6.13% of the total outstanding shares of the Company
Purchase price	The shares shall be purchased from time to time at spot/ current price acceptable to the Company prevailing during the purchase period in accordance with Regulation 8(2) of the Listed Companies (Buy-back of Shares) Regulations, 2019
Period within which the purchase shall be made i.e. the purchase period	October 23, 2024 to April 12, 2025 (both days inclusive) or till such date that the purchase is complete, whichever is earlier
Source of funds	The purchase of shares shall be made in cash and shall be out of the distributable profits/reserves as required under Section 88(8) of the Companies Act, 2017
Justification for the purchase/buy-back and effect on the financial position of the Company	The purchase/buy-back of the Company's issued ordinary shares will improve the earnings per share of the Company. Further, it will provide an opportunity of exit to those members who wish to liquidate their investments

The Board while approving the Buy-Back has undertaken that:

- a) the funds required for the proposed Buy-Back are available with the Company; and
- b) after the buy-back of shares, the Company is capable of meeting its obligations on time during the period up to the end of the immediately succeeding twelve months.

In terms of the Regulations, it is also confirmed that the Company is not on the defaulter counter of the PSX and is not in default on any of its debt obligations. The directors have no personal interest in the proposed special business, except to the extent of their respective shareholding in the Company. However, in terms of the Regulations the sponsors, directors, officers, associated companies and undertakings of the Company shall not directly or indirectly trade in the shares of the Company from the date of Board of Directors meeting i.e. September 05, 2024 till the completion of the Buy-Back.

#### **Draft special resolutions:**

The following resolutions are proposed to be passed as Special Resolutions with or without any modification(s), addition(s) or deletion(s):

"Resolved that approval of members of Kohat Cement Company Limited (the "Company") be and is hereby accorded and the Company be and is hereby authorized in terms of Section 88 and all other applicable provisions of the Companies Act, 2017 read with the Listed Companies (Buy-Back of Shares) Regulations, 2019, for purchase/buy-back upto 12,000,000 (Twelve Million) of its own issued ordinary shares, having face value of Rs. 10 each, in cash, out of the distributable profits/reserves of the Company through the Pakistan Stock Exchange Limited (PSX) at the spot/current price acceptable to the Company prevailing during the purchase period.

Further Resolved that ordinary shares purchased pursuant to these special resolution(s) shall be cancelled in accordance with the Regulations.

Further Resolved that the purchase / buy-back by the Company of its issued ordinary shares shall be made in cash through PSX by utilizing the distributable profits / reserves of the Company and the purchase period shall be from October 23, 2024 to April 12, 2025 (both days inclusive), or till such date the Buy-Back is complete, whichever is earlier.

Further Resolved that Mr. Nadeem Atta Sheikh, Chief Executive of the Company and / or Ms. Iqra Khalid, Company Secretary (each an "Authorized Person") be and are hereby authorized singly to prepare, finalize, execute, issue and file all necessary documents, notices, applications and any ancillary documents, take and do, and / or cause to be taken or done, any / all necessary actions, deeds and things for and on behalf of, and in the name of the Company, as may be necessary or required as deemed fit for giving effect to the aforementioned resolutions or for the Buy-Back, as well as do all acts, matters, deeds and things which are necessary, incidental and/ or consequential to the principal or any ancillary matters thereto to fully achieve the objectives of aforesaid resolutions.

Further Resolved that the Authorized Person be and is hereby further authorized and empowered singly to take or cause to be taken all actions including, but not limited to, obtaining any requisite regulatory or third party approvals, wherever required, preparing all documents, engaging legal counsel, financial advisors and consultants for the purpose of the Buy-Back, opening accounts/ sub-accounts with the Central Depository Company of Pakistan/ Securities Broker, filing of all the requisite statutory forms, returns and all documents as may be required to be filed with the regulator(s) or any other institution(s), executing all such documents or instrument, including any amendments or substitutions to any of the foregoing as may be required or necessary in respect of the implementing, procuring and completing the Buy-Back and all other matters incidental or ancillary thereto.

Further Resolved that the aforesaid resolutions shall be subject to any amendments, modifications, additions or deletions that may be suggested, directed and advised by the regulator(s), which shall, if determined to be prudent or necessary by the Authorized Person, be deemed to be part of these resolutions, without the need of the members to pass fresh special resolutions."

#### **Procedure for the Purchase:**

As required under Section 88 of the Act read with the Regulations, the following procedure shall be followed for the Buy-Back:

1. The Company shall make a public announcement for the purchase/ buy-back through the PSX within 2 (two) working days of passing of the special resolution, which shall also be published in 2 (two) daily newspapers.
2. Except for those persons mentioned in Regulation 12(2), it is clarified that all those persons who validly hold shares of the Company during the purchase period and are eligible to participate in the purchase/ buy-back may participate in the purchase even if their names do not appear on members' register of the Company as on the book closure dates.
3. Members of the Company who are eligible and willing to sell their shares or part thereof held by them in the Company may sell such shares or part thereof through the PSX by placing a sale order through their securities broker, which may then be purchased by the Company, if deemed fit by the Company.
4. The Purchase shall be made through the automated trading system of the PSX. All purchases shall be made at the spot/current share price at the time of purchase.
5. The shares will be purchased by the Company through the PSX within the purchase period starting from October 23, 2024 to April 12, 2025 (both days inclusive) or till such date that the purchase is complete, whichever is earlier.
6. Necessary information and instruction regarding the procedure to sell the shares shall also be communicated to the members through public announcement, which shall also be made available on Company's website.

## Notes:

### 1. Closure of Share Transfer Books

The register of members and the share transfer books of the Company will remain closed from Wednesday, October 09, 2024 to Tuesday, October 15, 2024 (both days inclusive). Physical transfers / CDS transactions IDs received in order at the Company's Independent Share Registrar Office, M/s Hameed Majeed Associates (Pvt.) Limited, H.M. House, 7-Bank Square, Lahore, up to the close of business on Tuesday, October 08, 2024 will be treated in time for the purpose of attending the Annual General Meeting (the AGM).

### 2. Right to appoint Proxy

A member is entitled to appoint a proxy in his/her place to attend, speak and vote instead of him/her. A member can appoint only one proxy in his/her place who can exercise all rights of a member in the meeting. The instrument appointing a proxy, duly stamped and signed, and the power of attorney or other authority (if any) under which it is signed or a notarially certified copy of the power of attorney or authority must be deposited at the Head Office of the Company, 37-P, Gulberg-II, Lahore not later than 48 hours (excluding non-working days) before the time of the meeting. A proxy must be a member of the Company. Form of proxy in English and Urdu Language is enclosed herewith and also available on Company's website: [www.kohatcement.com](http://www.kohatcement.com).

### 3. Attendance through Video-Conference

Pursuant to the provisions of the Companies Act, 2017, the shareholder(s) residing in a city holding at least 10% of the total paid up share capital may demand the Company to provide the facility of video-link for participating in the AGM. The demand for video-link facility shall be received by the Company Secretary at the head office of the Company, 37-P, Gulberg II, Lahore, at least seven (7) days prior to the date of the meeting on the Standard Form which can be downloaded from the Company's website: [www.kohatcement.com](http://www.kohatcement.com).

### 4 Attendance through Electronic Medium

The Company shall provide video link facility for attending this meeting. The members are encouraged to attend the AGM online through ZOOM, by following the below guidelines:

- a. To attend the meeting through video link, members and their proxies are requested to register themselves by providing the following information along with valid copy of Computerized National Identity Card (both sides)/passport, attested copy of board resolution / power of attorney (in case of corporate shareholders) to the Company Secretary through WhatsApp at 0324-4184734 or email ID; [mis@kohatcement.com](mailto:mis@kohatcement.com) by October 12, 2024.

Name of member	CNIC No.	CDC Account No/ Folio No.	Cell Number	Email address

- b. The members who shall be registered after the necessary verification shall be provided a zoom link in email to attend the meeting. The Login facility will remain open from start of the meeting till its proceedings are concluded.
- c. Members may send their comments / suggestions on the agenda item to Company Secretary on her email ID; [mis@kohatcement.com](mailto:mis@kohatcement.com) or WhatsApp no. 0324-4184734.

### 5. Voting through Postal Ballot (electronic voting and by ballot paper)

The members of Kohat Cement Company Limited shall be provided right to vote through e-voting and voting by post in respect of all Special Business in the manner and subject to the conditions contained in the Companies (Postal Ballot) Regulations, 2018.

## Procedure for E-Voting


- i. Details of e-voting facility (including web address, login details and password) will be shared through an e-mail with those members of the Company who have their valid CNIC numbers, cell numbers and e-mails address available in the register of members of the Company, not later than the close of business on October 08, 2024.
- ii. The security codes will be communicated to members through SMS from the web portal of Corplink (Private) Limited (being the e-voting service provider).
- iii. Identity of the members intending to cast vote through e-voting shall be authenticated through electronic signature or authentication for login.
- iv. E-voting lines will start from October 12, 2024, 09:00 a.m. and shall close on October 14, 2024 at 05:00 p.m. Members can cast their votes any time during 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 ballot paper

- i. The members may alternatively opt for voting through postal ballot. Ballot paper in prescribed form is attached with this Notice and is also available on the Company's website [www.kohatcement.com](http://www.kohatcement.com) to download.
- ii. The members must ensure that the duly filled and signed ballot paper, along with computerized national identity card (CNIC) should reach the Chairman of the meeting through post at the Company's registered address, Kohat Cement Factory, Rawalpindi Road, Kohat or email at [mis@kohatcement.com](mailto:mis@kohatcement.com), by 5:00 pm, October 14, 2024. Postal ballot received after this time/date shall not be considered for voting. The signature on the ballot paper shall match with signature on the CNIC.

## 6. Transmission of Annual Report

- i. In terms of the approval of the members of the Company in their Extra Ordinary General Meeting held on June 22, 2023 and pursuant to the SECP's Notification No. SRO 389 (1)/2023 dated March 21, 2023, the Annual Report for the financial year ended on June 30, 2024 of the Company containing inter alia the audited financial statements, auditors report, directors' and Chairman's reports thereon may be viewed and downloaded by following the QR Code and web-link as given hereunder:

Weblink	QR Code
<a href="http://www.kohatcement.com/financial_reports.aspx">http://www.kohatcement.com/financial_reports.aspx</a>	

- ii. Annual Report has also been e-mailed to those shareholders who have provided their valid e-mail IDs to the Company.
- iii. The shareholders who wish to receive hard copy of the Annual Report may send to the Company Secretary / Share Registrar, the Standard Request Form available on the website of the Company [www.kohatcement.com](http://www.kohatcement.com) and the Company will supply hard copies of the aforesaid document to the shareholders on demand, free of cost, within one week of such demand.

## **7. Attendance at AGM**

A corporation or company being a member of the Company may appoint any of its officials or any other person through a resolution of its board of directors to attend and vote at the meeting.

The members should quote their folio number/ CDS IDs in all correspondence with the Company and should bring original document at the time of attending the AGM.

CDC account holders will further have to follow the following guidelines as laid down in Circular No. 1 dated 26th January 2000 issued by the Securities & Exchange Commission of Pakistan.

### **For attending the meeting**

- i) In case of individuals, the account holder or sub account holder and/ or the person whose securities are in group account and their registration details are uploaded as per the Regulations, shall authenticate his/her identity by showing his/ her original computerized national identity card (CNIC) or original passport at the time of attending the meeting.
- ii) In case of corporate entity, the Board of Directors' resolution/ power of attorney with specimen signature of the nominee along with his original CNIC or original passport shall be produced (unless it has been provided earlier) at the time of the meeting.

### **For appointing proxies**

- i) In case of individuals, the account holder or sub account holder and/ or the person whose securities are in group account and their registration details are uploaded as per the Regulations, shall submit the proxy form as per the requirements stated above.
- ii) Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the Proxy Form.
- iii) The proxy shall produce his/ her original CNIC or original passport at the time of the meeting.
- iv) In case of corporate entity, the Board of Directors' resolution/ power of attorney with specimen signature along with his original CNIC or original passport shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

## **8. Deposit of Physical Shares in to CDC Account:**

The Shareholders having physical shareholding may open CDC sub-account with any of the brokers or Investor Account directly with CDC to place their physical shares into script-less form. This will facilitate them in many ways including safe custody and sale of shares, any time they want, as the trading of physical shares is not permitted as per existing regulations of the Stock Exchange. Further, Section 72 of the Companies Act, 2017 (the Act), states that after the commencement of the Act from a date notified by SECP, a company having share capital, shall have shares in book-entry form only. Every existing company shall be required to replace its physical shares with book-entry form in a manner as may be specified and from the date notified by SECP, within a period not exceeding four years from the promulgation of the Act.

## **9. Intimation of Change in Address**

The members are requested to notify the change of their registered addresses, if any, immediately to Company's Independent Share Registrar.



## Kohat Cement Company Limited

Registered Office: Kohat Cement Factory, Rawalpindi Road, Kohat  
Phone: 042 111 115 225 (Ext: 108], Website: www.kohatcement.com

### Ballot Paper for voting through Post for the Special Businesses

(Voting shall be held at Annual General Meeting at 11:00 am on October 15, 2024)

Duly filled-in ballot paper shall be sent to the Chairman at his designated email address mis@kohatcement.com.

Name of shareholder/joint shareholders	
Registered Address	
Number of shares held and folio number	
CNIC Number (copy to be attached)	
Additional Information and enclosures (In case of representative of body corporate, corporation and Federal Government)	

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

Nature and Description of resolutions	I/We assent to Resolutions															
	FOR	AGAINST														
<p>Agenda Item 3 - To ratify and approve transactions carried out with Related Parties during the financial year ended June 30, 2024</p> <p>The following resolutions are approved as Special Resolutions with or without any modification(s), addition(s) and deletion(s):</p> <p>“Resolved that following transactions carried out in the ordinary course of business at arm’s length basis with the related parties, in accordance with the Policy of related party transactions approved by the Board of Directors of Kohat Cement Company Limited, during the financial year ended June 30, 2024 be and are hereby ratified, approved and confirmed.</p>																
<table border="1"><thead><tr><th>Name of Related Party</th><th>Description of transaction</th><th>Amount (Rs.)</th></tr></thead><tbody><tr><td>Kohat Cement Educational Trust (KCET)</td><td>Contribution made to KCET (which runs a school within the vicinity of KCCL factory)</td><td>7,932,347</td></tr><tr><td rowspan="2">Ultra Pack (Private) Limited</td><td>Purchase of poly propylene bags for packing of cement</td><td>1,621,340,191</td></tr><tr><td>Sale of Company’s vehicle</td><td>865,000</td></tr><tr><td>Ultra Kraft (Private) Limited (UKPL)</td><td>Purchase of paper bags for packing of cement</td><td>468,898,299</td></tr></tbody></table>	Name of Related Party	Description of transaction	Amount (Rs.)	Kohat Cement Educational Trust (KCET)	Contribution made to KCET (which runs a school within the vicinity of KCCL factory)	7,932,347	Ultra Pack (Private) Limited	Purchase of poly propylene bags for packing of cement	1,621,340,191	Sale of Company’s vehicle	865,000	Ultra Kraft (Private) Limited (UKPL)	Purchase of paper bags for packing of cement	468,898,299		
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Nature and Description of resolutions	I/We assent to Resolutions									
	FOR	AGAINST								
<p>Agenda Item 4 - To authorize the Chief Executive of the Company to approve all transactions with Related Parties</p> <p>The following resolutions are approved as Special Resolutions with or without any modification(s), addition(s) and deletion(s):</p> <p>“Resolved that Kohat Cement Company Li mited (the Company) be and is hereby authorized to carry out the transactions with its Related Parties (detailed as under) as and when required in the ordinary course of business at arm’s length basis during the financial year ending June 30, 2025 and till the next Annual General Meeting, without any limitation on the amounts of the transactions.</p> <table border="1"> <thead> <tr> <th>Name of Related Party</th> <th>Description of transaction</th> </tr> </thead> <tbody> <tr> <td>Kohat Cement Educational Trust (KCET)</td> <td>Contribution towards operational costs of a school within the vicinity of Kohat Cement Factory being run by KCET</td> </tr> <tr> <td>Ultra Pack (Private) Limited</td> <td>Purchase of poly propylene bags for packing of cement and Sale of cement</td> </tr> <tr> <td>Ultra Kraft (Private) Limited</td> <td>Purchase of paper bags for packing of cement and Sale of cement</td> </tr> </tbody> </table> <p>Further Resolved that Chief Executive of the Company be and is hereby authorized to undertake the transaction and take all necessary steps and to sign/ execute any purchase order/document on behalf of the Company as may be required and to authorize any other officer of the Company to do so in order to implement the aforesaid Resolution(s).”</p>	Name of Related Party	Description of transaction	Kohat Cement Educational Trust (KCET)	Contribution towards operational costs of a school within the vicinity of Kohat Cement Factory being run by KCET	Ultra Pack (Private) Limited	Purchase of poly propylene bags for packing of cement and Sale of cement	Ultra Kraft (Private) Limited	Purchase of paper bags for packing of cement and Sale of cement		
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Ultra Kraft (Private) Limited	Purchase of paper bags for packing of cement and Sale of cement									
Nature and Description of resolutions	I/We assent to Resolutions									
	FOR	AGAINST								
<p>Agenda Item 5 - To approve renewal of investment in associated company</p> <p>The following resolutions are approved as Special Resolutions with or without any modification(s), addition(s) and deletion(s):</p> <p>“Resolved that approval of members of Kohat Cement Company Limited (the “Company”) be and is hereby accorded and the Company be and is hereby authorized in terms of Section 199 and other applicable provisions of the Companies Act, 2017, for renewal of investment by way of short term running finance of upto PKR 600 Million in Ultra Kraft (Private) Limited (UKPL), an associated Company, to meet its working capital requirements for a term of one year from October 29, 2024 at a mark-up rate of 1.50% above three months KIBOR or at the average borrowing cost of the Company, whichever is higher, which shall be paid by UKPL within fifteen (15) days of end of each quarter and as per other terms and conditions disclosed to the members and non-payment of mark-up within stipulated time period shall entail a further mark-up/penalty at the rate of 5% per annum on unpaid amount.</p> <p>Further Resolved that Chief Executive of the Company or any officer of the Company authorized by him be and is hereby authorized to enter into agreement with UKPL in line with the terms approved by the members and to do all acts, matters, deeds and things, take any or all necessary actions including signing and execution of agreement(s)/documents and to complete all legal formalities including filing of documents as may be necessary or incidental or expedient for the purpose of implementing the aforesaid resolutions.”</p>										

Nature and Description of resolutions	I/We assent to Resolutions	
	FOR	AGAINST
<p>Agenda Item 6 - To approve Buy-Back of Shares of the Company</p> <p>The following resolutions are approved as Special Resolutions with or without any modification(s), addition(s) and deletion(s):</p> <p>“Resolved that approval of members of Kohat Cement Company Limited (the “Company”) be and is hereby accorded and the Company be and is hereby authorized in terms of Section 88 and all other applicable provisions of the Companies Act, 2017 read with Listed Companies (Buy-Back of Shares) Regulations, 2019, for purchase/buy-back upto 12,000,000 (Twelve Million) of its own issued ordinary shares, having face value of Rs. 10 each, in cash, out of the distributable profits/reserves of the Company through the Pakistan Stock Exchange Limited (PSX) at the spot/current price acceptable to the Company prevailing during the purchase period.</p> <p>Further Resolved that ordinary shares purchased pursuant to these special resolution(s) shall be cancelled in accordance with the Regulations.</p> <p>Further Resolved that the purchase / buy-back by the Company of its issued ordinary shares shall be made in cash through PSX by utilizing the distributable profits / reserves of the Company and the purchase period shall be from October 23, 2024 to April 12, 2025 (both days inclusive), or till such date the Buy-Back is complete, whichever is earlier.</p> <p>Further Resolved that Mr. Nadeem Atta Sheikh, Chief Executive of the Company and / or Ms. Iqra Khalid, Company Secretary (each an “Authorized Person”) be and are hereby authorized singly to prepare, finalize, execute, issue and file all necessary documents, notices, applications and any ancillary documents, take and do, and / or cause to be taken or done, any / all necessary actions, deeds and things for and on behalf of, and in the name of the Company, as may be necessary or required as deemed fit for giving effect to the aforementioned resolutions or for the Buy-Back, as well as do all acts, matters, deeds and things which are necessary, incidental and/ or consequential to the principal or any ancillary matters thereto to fully achieve the objectives of aforesaid resolutions.</p> <p>Further Resolved that the Authorized Person be and is hereby further authorized and empowered singly to take or cause to be taken all actions including, but not limited to, obtaining any requisite regulatory or third party approvals, wherever required, preparing all documents, engaging legal counsel, financial advisors and consultants for the purpose of the Buy-Back, opening accounts/sub-accounts with the Central Depository Company of Pakistan/ Securities Broker, filing of all the requisite statutory forms, returns and all documents as may be required to be filed with the regulator(s) or any other institution(s), executing all such documents or instrument, including any amendments or substitutions to any of the foregoing as may be required or necessary in respect of the implementing, procuring and completing the Buy-Back and all other matters incidental or ancillary thereto.</p> <p>Further Resolved that the aforesaid resolutions shall be subject to any amendments, modifications, additions or deletions that may be suggested, directed and advised by the regulator(s), which shall, if determined to be prudent or necessary by the Authorized Person, be deemed to be part of these resolutions, without the need of the members to pass fresh special resolutions.”</p>		

Signature of shareholder(s)

Place:

Date:

## NOTES:

1. Duly filled postal ballot should be sent to Chairman, Kohat Cement Company Limited, Kohat Cement Factory, Rawalpindi Road, Kohat or email at [mis@kohatcement.com](mailto:mis@kohatcement.com) on or before October 14, 2024. Any postal ballot received after this date, will not be considered for voting.
2. Copy of CNIC should be enclosed with the postal ballot form.
3. Signature on postal ballot should match with signature on CNIC.
4. Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written and marked with (✓) on both options given in ballot paper will be rejected.
5. In case of representative of body corporate and corporation, Postal Ballot must be accompanied with copy of CNIC of authorized person, along with a duly attested copy of Board resolution, Power of Attorney, or Authorization Letter in accordance with Section(s) 138 or 139 of the Companies Act 2017, as applicable, unless these have already been submitted along with Proxy Form. In case of foreign body corporate etc. all documents must be attested from the Pakistani Embassy having jurisdiction over the member.
6. Ballot paper has also been placed on the website of the Company [www.kohatcement.com](http://www.kohatcement.com).

# FORM OF PROXY

## 45<sup>th</sup> Annual General Meeting

I/We \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ being a member of Kohat Cement  
Company Limited (the Company) and holder of \_\_\_\_\_ (No.) Ordinary  
shares as per Share Register Folio No. \_\_\_\_\_ and/or CDC Participant  
I.D. No. \_\_\_\_\_ and Sub Account No. \_\_\_\_\_ hereby  
appoint \_\_\_\_\_ of \_\_\_\_\_, another member  
of the Company having Folio No. \_\_\_\_\_ and/or CDC Participant I.D. No.  
\_\_\_\_\_ and Sub Account No. \_\_\_\_\_ (or  
failing him \_\_\_\_\_ of \_\_\_\_\_  
having Folio No. \_\_\_\_\_ and/or CDC Participant I.D. No. \_\_\_\_\_ and Sub  
Account No. \_\_\_\_\_) as my/our proxy to attend and vote for me/us and on my/  
our behalf at the Annual General Meeting of the Company to be held on Tuesday, October 15, 2024 at  
11:00 A.M. at the registered office of the Company, Kohat Cement Factory, Rawalpindi Road, Kohat and  
at any adjourned meeting thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Signature:

Please affix  
Rupees Ten  
revenue stamp

### Witnesses:

1. Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
CNIC \_\_\_\_\_  
or  
Passport No. \_\_\_\_\_

### Witnesses:

2. Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
CNIC \_\_\_\_\_  
or  
Passport No. \_\_\_\_\_

### Note:

1. In order to be effective, a proxy, duly stamped and signed, and the power of attorney or other authority (if any) under which it is signed or a notarially certified copy of the power of attorney or authority must be deposited at the Head Office of the Company, 37-P, Gulberg-II, Lahore not later than 48 hours (excluding non-working days) before the time of the meeting. No person shall be appointed as a proxy who is not a member of the Company qualified to vote except that a Company/ Corporation being a member may appoint a person who is not a member for attending and voting at the meeting.
2. Shareholders and their proxies are requested to attach an attested photocopy of their Computerized National Identity Card or Passport with this proxy form before submission to the Company.

## گواہت سیمنٹ کمپنی لمیٹڈ

پراکسی فارم

پینتالیسواں سالانہ اجلاس عام

میں منشی / مستاتا \_\_\_\_\_  
 ساکن نمائندہ \_\_\_\_\_  
 ضلع \_\_\_\_\_ بحیثیت ممبر کوہاٹ سینٹ کھیتی لمیٹڈ (سی ڈی سی / فولیو نمبر \_\_\_\_\_) منشی / مستاتا \_\_\_\_\_  
 ساکن \_\_\_\_\_ (سی ڈی سی / فولیو نمبر \_\_\_\_\_) کو بلطور مختار (پراکسی) مقرر کرتا ہوں، تاکہ وہ میری جگہ اور میری طرف سے کمپنی  
 کے سالانہ اجلاس عام جو بتاریخ 15 اکتوبر 2024ء بروز منگل صبح 11:00 بجے کمپنی کے رجسٹرڈ آفس کوہاٹ سینٹ کھیتی لمیٹڈ، راولپنڈی روڈ، کوہاٹ میں منعقد ہو رہے ہیں یا اس  
 کے کسی بلٹوی شدہ اجلاس میں ووٹ ڈالے  
 یہ پراکسی فارم آج مورخہ \_\_\_\_\_ کو درج ذیل گواہان کی موجودگی میں دستخط ہوا۔

دستخط شہینز ہولڈرز:

برائے مہربانی ۱۰ روپے مالیت کی ریونیو  
 سٹیپ چھپاں کریں۔

## گواہان

1- \_\_\_\_\_ دستخط: \_\_\_\_\_  
 نام: \_\_\_\_\_  
 پتہ: \_\_\_\_\_  
 کمپیوٹرائزڈ قومی شناختی کارڈ نمبر: \_\_\_\_\_  
 یا  
 پاسپورٹ نمبر: \_\_\_\_\_

2- \_\_\_\_\_ دستخط: \_\_\_\_\_  
 نام: \_\_\_\_\_  
 پتہ: \_\_\_\_\_  
 کمپیوٹرائزڈ قومی شناختی کارڈ نمبر: \_\_\_\_\_  
 یا  
 پاسپورٹ نمبر: \_\_\_\_\_

## نوٹ:

- پراکسی (نمائندے) کو فعال بنانے کے لئے نامزدگی کا فارم (پراکسی) مینٹگ سے کم از کم 48 گھنٹے (علاوہ ہفتہ وار سرکاری تعطیلات) قبل کمپنی کو موصول ہو جانا چاہئے، کوئی بھی شخص پراکسی (نمائندہ) مقرر نہیں کیا جاسکتا اور نہ ووٹ دینے کا اہل ہو سکتا ہے جو کمپنی کا ممبر نہ ہو، ماسوائے کہ کمپنی کا کارپوریشن ایسے شخص کو غیر معمولی اجلاس میں شرکت اور ووٹ دینے کیلئے نامزد کر سکتی ہے جو ممبر نہ ہو۔
- تخص داران اور ان کے نمائندوں سے درخواست ہے کہ وہ پراکسی فارم کے ہمراہ شناختی کارڈ یا پاسپورٹ کی تصدیق شدہ نقول جمع کروائیں۔



# BOOK POST



[kohatcement.com](http://kohatcement.com)

If undelivered please return to

**KOHAT CEMENT COMPANY LIMITED**

37-P, Gulberg II, Lahore, Pakistan

Tel: +92 -42-11-111-KCCL (5225) Fax: +92-423-5754084, 5874990

Email: [mis@kohatcement.com](mailto:mis@kohatcement.com)

