



# PAKISTAN INTERNATIONAL BULK TERMINAL LIMITED

## NOTICE OF THE 15<sup>TH</sup> ANNUAL GENERAL MEETING

Notice is hereby given that the 15th Annual General Meeting ("AGM") of the members of Pakistan International Bulk Terminal Limited (the "Company") will be held on Tuesday, October 22, 2024 at 12:00 PM at Avari Towers, Karachi as well as through video link facility to transact the following businesses:

- To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended June 30, 2024 together with the Directors' and Auditor's reports thereon and Chairman's Review Report.

The above financial statements and documents can be viewed/downloaded using the following link and QR enabled code:  
<https://piibt.com.pk/financial-statements-year-2023-2024/>



- To appoint auditors of the Company and fix their remuneration. The members are hereby given notice that Audit Committee and the Board of Directors have recommended the re-appointment of retiring auditors M/s Yousuf Adil Chartered Accountants, as auditors of the Company.

Karachi  
Dated: October 01, 2024

By Order of the Board  
Adil Sarwar  
Company Secretary

### NOTES:

#### 1. Online Participation in the Annual General Meeting

As per instructions of the Securities and Exchange Commission of Pakistan, the Company has arranged video link facility for online participation of members for the AGM. To attend the meeting through video link, the members are requested to register themselves by providing the following information along with a valid copy of CNIC / passport / certified copy of board resolution/power of attorney in case of corporate shareholders with the subject "Registration for Pakistan International Bulk Terminal Limited AGM" through email: [companysecretary@piibt.com.pk](mailto:companysecretary@piibt.com.pk) and [cdcsr@cdrsri.com](mailto:cdcsr@cdrsri.com) on or before October 18, 2024.

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

The members who are registered after the necessary verification shall be provided a video link by the Company on the same email address that they email the Company with. The Login facility will remain open from the start of the meeting till its proceedings are concluded.

#### 2. Closure of Share Transfer Books

The Register of Members of the Company will remain closed from October 15, 2024 to October 22, 2024 (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, SMCHS, Main Shahrah-e-Faisal, Karachi by the close of business on October 14, 2024 will be considered in time to be eligible for the purpose of attending, speaking and voting at the AGM.

#### 3. Members Right to Proxy

A member of the Company, entitled to attend, speak and vote at this meeting may appoint any other person as his/her proxy to attend, speak and vote instead of him/herself and a proxy so appointed shall have such rights, as respects attending, speaking and voting at this meeting as are available to the Member. Proxy Form, in order to be effective, must be received at the registered office of the Company at least 48 hours before the Meeting and no account shall be taken of any part of the day that is not working day. A member shall not be entitled to appoint more than one proxy. Forms of Proxy in English and Urdu languages are attached to this notice of meeting sent to the members, and are also available on the Company's website. In case of a corporate entity, the Board's resolution / power of attorney with specimen signature of the nominee shall be provided.

#### 4. Participation in General Meeting

An individual owner of shares must bring his/her original CNIC and folio number / participant I.D. number to prove his/her identity. A representative of corporate members, must bring the Board of Directors' Resolution and / or Power of Attorney and the specimen signature of the nominee.

Members who have deposited their shares into Central Depository Company of Pakistan Limited ("CDC") are being advised to bring their original National Identity Cards along with CDC Participant ID and account number at the meeting venue, and will further have to follow the under mentioned guidelines as laid down by the Securities and Exchange Commission of Pakistan.

##### A. For Attending the Meeting

- 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 at the time of attending the Meeting.
- 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 the Meeting.

##### B. For Appointing Proxies

- 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 the above requirement.
- The proxy form shall be witnessed by two persons, whose names, addresses and CNIC numbers shall be mentioned on the form.
- Attested copies of the CNIC or the passport of beneficial owners and the proxy shall be furnished with the proxy form.
- The proxy shall produce his original CNIC or original passport at the time of the Meeting.
- 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.

#### 5. Change of Address

Members having shareholding in physical form are requested to notify any change in their address immediately to our Registrar M/s CDC Share Registrar Services Limited, CDC House, 99-B, Block B, SMCHS, Main Shahrah-e-Faisal, Karachi. Whereas, members having shares in Book-Entry (CDC) form are requested to notify to their respective CDC participant/Broker/Investor Account Services.

#### 6. Annual Report

The Company has placed a copy of the Annual Report containing notice of AGM, audited financial statements for the year ended 30 June, 2024 along with auditors' and directors' reports thereon and the Chairman's review on the website of the Company: [www.piibt.com.pk](http://www.piibt.com.pk)

Members who wish to obtain a hard copy of the annual report are requested to send the standard request form available on the Company's website [www.piibt.com.pk](http://www.piibt.com.pk) and also at its registered address. The hard copy of the annual report will be provided at his/her registered address, free of cost, within one week of the demand.

#### 7. Submission of CNIC/NTN and Zakat deduction details

The SECP has made it mandatory for listed companies to mention, in the case of Individuals, Computerized National Identity Card ("CNIC"), National Identity Card for Overseas Pakistanis ("NICOP") or Passport number and in the case of Corporate Entity, National Tax Number ("NTN") of the members or their authorized persons, on dividend warrants. In the absence of such information, the Company would be constrained under the Companies Act, 2017 to withhold dividend of such members. Furthermore, the CNIC number/NTN details are also required for checking the tax status as per the Active Taxpayers List (ATL) issued by the Federal Board of Revenue (FBR) from time to time. Therefore, members who have not yet provided such information are once again advised to provide the same to the Share Registrar of the Company quoting their folio number.

To claim exemption from compulsory deduction of Zakat, members are requested to submit a notarised copy of Zakat Declaration Form "CZ-50" on NJSP of Rs.50/- to the Share Registrar M/s CDC Share Registrar Services Limited, CDC House, 99-B, Block B, SMCHS, Main Shahrah-e-Faisal, Karachi.

#### 8. Payment of Cash Dividend through Electronic Mode

Pursuant to the provision of section 242 of the Act, listed companies shall pay cash dividend only through electronic mode directly into the bank account designated by the members. Therefore, members holding shares in physical form are requested to fill the required fields of the Company's form available on website of the Company [www.piibt.com.pk](http://www.piibt.com.pk) and send the same to the Share Registrar of the Company. In case of shares are held as book-entry securities, the said information would be required to be provided to Central Depository System ("CDS"), through CDS Participants.

#### 9. Deposit of Physical Shares into CDC Account

As per Section 72 of the Companies Act, 2017, every existing listed 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 the Commission. The member holding shares in physical form are requested to convert their shares in the book entry form at the earliest. For this purpose, the members may open CDC sub-account with any of the brokers or investor's account directly with the CDC to place their physical shares into scrip-less form. This will facilitate them in many ways including safe custody and sale of shares, anytime they want as the trading of physical shares is not permitted as per existing Regulations of the Pakistan Stock Exchange Limited. It also reduces the risks and costs associated with storing share certificate(s) and replacing lost or stolen certificate(s) as well as fraudulent transfer of shares. For the procedure of conversion of physical shares into book-entry form, you may approach our Share Registrar at the contact information given above.