



## CENTURY PAPER & BOARD MILLS LIMITED

CORPORATE DEPARTMENT

LAKSON SQUARE, BLDG. NO. 2, SARWAR SHAHEED ROAD, KARACHI - 74200, PAKISTAN.

TEL: 92-21-3840 0000, FAX : 92-21-3568 4336 & 3568 3410, Website : www.centurypaper.com.pk, E-mail: mansoor-ahmed@centurypaper.com.pk

October 04, 2024

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

Dear Sir,

### NOTICE OF ANNUAL GENERAL MEETING

Enclosed please find a copy of the Notice of Annual General Meeting alongwith Addendum to the Notice of AGM to be held on Monday, October 28, 2024 for circulation amongst the TRE Certificate Holders of the Exchange.

Thanking you,

Yours faithfully,  
For **CENTURY PAPER & BOARD MILLS LIMITED**

  
(**MANSOOR AHMED**)  
Company Secretary

Encl: As above.



# CENTURY PAPER & BOARD MILLS LIMITED

Registered Office: Lakson Square, Building No.2, Sarwar Shaheed Road, Karachi-74200.  
Ph: + 92 21 3840 0000, Website: www.centurypaper.com.pk

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## **ADDENDUM TO THE NOTICE OF THE ANNUAL GENERAL MEETING (AGM) TO BE HELD ON OCTOBER 28, 2024 - CHANGE IN MEETING TIME**

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Shareholders are hereby notified of change in time of convening the 41st AGM of Century Paper & Board Mills Limited ('Company'). The AGM will now be held at 01:00 p.m. instead of 03:00 p.m.

Please note that the place, date and agenda and all other details regarding the AGM remain unchanged.

By Order of the Chairman

**(MANSOOR AHMED)**  
Company Secretary

Dated: October 04, 2024



# CENTURY PAPER & BOARD MILLS LIMITED

LAKSON SQUARE, BUILDING NO.2, SARWAR SHAHEED ROAD, KARACHI-74200, PAKISTAN

## NOTICE OF ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the 41st Annual General Meeting of **CENTURY PAPER & BOARD MILLS LIMITED** will be held on Monday, October 28, 2024 at 03:00 p.m. at PSX Auditorium, Pakistan Stock Exchange Building, Stock Exchange Road, Karachi, as well as through Electronic means/Video link facility 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 the Directors' and Auditors' reports thereon.

As required under Section 223(6) of the Companies Act, 2017 (the "Act"), Financial Statements of the Company have been uploaded on the website of the Company, which can be downloaded from the following link and/or QR enabled code:



<https://centurypaper.com.pk/annual/2024.pdf>

2. To appoint Auditors and fix their remuneration.

### **SPECIAL BUSINESS**

3. To consider and if deemed fit to pass the following resolutions as special resolution:
  - a) "**RESOLVED THAT** the transactions carried out in normal course of business with associated companies/related parties as disclosed in Note No. 47 of the audited financial statements for the year ended June 30, 2024 be and are hereby ratified and approved."
  - b) "**RESOLVED THAT** the Chief Executive Officer of the Company be and is hereby authorized to approve all the transactions carried out and to be carried out in normal course of business with associated companies/related parties during the ensuing year ending June 30, 2025 and in this connection the Chief Executive Officer be and is hereby also authorized to take any and all necessary actions and sign/execute any and all such documents/indentures as may be required in this regard on behalf of the Company."

By Order of the Board

  
(MANSOOR AHMED)  
Company Secretary

Karachi September 30, 2024

### **NOTES:**

#### **1. Closure of Share Transfer Books**

The share transfer books of the Company will remain closed from October 21, 2024 to October 28, 2024 (both days inclusive). Transfers received in order by the Shares Registrar of the Company, M/s. FAMCO Share Registration Services (Private) Limited, 8-F, near Hotel Faran, Nursery, Block-6, P.E.C.H.S., Shakra-e-Faisal, Karachi up to the close of business on October 20, 2024 will be treated in time for the purpose of attending the annual general meeting 'AGM'.

#### **2. Electronic transmission of Annual Report:**

In compliance with Section 223(6) of the Companies Act, 2017, and pursuant to S.R.O. 389(I)/2023 dated March 21, 2023 the Company has electronically transmitted the Annual Report 2024 downloadable through weblink, QR enabled code, through email to Members whose email

addresses are available with the Company's Share Registrar, M/s. FAMCO Share Registration Services (Pvt.) Limited. However, in cases, where email addresses are not available with the Company's Share Registrar, printed copies of the notices of AGM along-with the QR enabled code/weblink to download the Annual Report 2024 (containing the financial statements), have been dispatched.

Notwithstanding the above, the Company will provide hard copies of the Annual Report 2024, to any Member on their request, at their registered address, free of cost, within one (1) week of receiving such request.

### **3. Participation in the AGM via physical presence or through video conferencing**

- a. A member or proxyholder can participate in the AGM proceedings either via physical presence or through video link facility.
- b. A member, who has deposited his/her shares into Central Depository Company of Pakistan Limited (CDC), must bring his/her participant's ID number and CDC account/sub-account number along with original Computerized National Identity Card (CNIC) or original Passport at the time of attending the meeting.
- c. The arrangement for attending the AGM through electronic means will be as under:
  - i. To facilitate our members who want to attend AGM through Zoom application - a video link facility will be provided.
  - ii Shareholders interested in attending the AGM through Zoom application are hereby requested to get themselves registered with the Company Secretary's office by providing the following details at the earliest but not later than 48 hours before the time of AGM (i.e., before 03:00 p.m. on October 26, 2024) through following means:

- a) Mobile/WhatsApp: 0315 5008228
- b) E-mail: [comsec@centurypaper.com.pk](mailto:comsec@centurypaper.com.pk)

Shareholders are advised to mention their Name, CNIC Number, Folio/CDC Account Number, cell number and email ID for identification.

Upon receipt of the above information from the interested shareholders, the Company will send the login credentials at their e-mail address. On the date of AGM, shareholders will be able to login and participate in the AGM proceedings through their smartphone/computer devices.

Shareholders can also provide their comments/suggetons for the proposed agenda items of the AGM by using the aforesaid means.

### **4. Requirements for appointing Proxies**

- a. A member entitled to attend and vote at the AGM may appoint another member as his/her proxy to attend, speak and vote on his/her behalf, and a proxy so appointed shall have such rights, as respects attending, speaking and voting at the meeting as are available to a member. A proxy must be a member of the Company.
- b. Form of proxy, in order to be valid must be properly filled-in/executed and received at the registered office of the Company situated at Lakson Square, Building No.2, Sarwar Shaheed Road, Karachi not later than 48 hours before the time of the meeting excluding holidays.
- c. The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- d. Copies of CNIC or the valid passport of the beneficial owners and the proxy shall be furnished along with the proxy form.
- e. The proxy shall produce his original CNIC or original valid passport at the time of the Meeting.

- f. In case of a corporate entity, the Board of Directors' resolution / Power of Attorney with specimen signature shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

#### **Updation of Shareholder Addresses/Email & Cell Numbers:**

Members holding shares in physical form are requested to promptly notify Shares Registrar of the Company of any change in their addresses or any other particulars. Shareholders maintaining their shares in electronic form should have their address updated with their participant or CDC Investor Accounts Service.

Further, to comply with requirements of section 119 of the Companies Act, 2017 and Regulation 47 of the Companies Regulations, 2024, all CDC and physical shareholders are requested to kindly provide their valid email address and cell number (along with a copy of valid CNIC) to the Company's Share Registrar, M/s. FAMCO Share Registration Services (Pvt.) Limited if the Member holds shares in physical form or, to the Member's respective Participant/Investor Account Services, if shares are held in book entry form.

#### **Conversion of Physical Shares into CDC Account**

The Securities and Exchange Commission of Pakistan has issued a letter No. CSD/ED/Misc./2016-639-640 dated March 26, 2021 addressed to all listed companies drawing attention towards the provision of Section 72 of the Companies Act, 2017 (Act) which requires all companies to replace shares issued to them in physical form with shares in the Book-Entry-form within a period not exceeding four years from the date of the promulgation of the Act.

In order to ensure full compliance with the provisions of the aforesaid Section 72 and to benefit from the facility of holding shares in the Book-Entry-Form, the shareholders who still hold shares in physical form are requested to convert their shares in the Book-Entry-Form, as soon as possible.

The shareholders may contact their Broker, CDC Participant or CDC Investor Account Service Provider for assistance in opening a CDS Account and subsequent conversion of the physical shares into book-entry form. It would facilitate the shareholders in many ways including safe custody of shares, avoidance of formalities required for the issuance of duplicate shares, etc.

#### **5. Unclaimed Dividend / Shares under Section 244 of the Companies Act, 2017**

An updated list for unclaimed dividend/shares of the Company is available on the Company's website [www.centurypaper.com.pk](http://www.centurypaper.com.pk). These are unclaimed dividend/shares which have remained unclaimed or unpaid for a period of three years from the date these have become due and payable. Claims can be lodged by shareholders on Claim Forms as are available on the Company's website. Claims Forms must be submitted to the Company's Shares Registrar for receipt of dividend/shares.

#### **6. E-Voting:**

In accordance with the Companies (Postal Ballot) Regulation, 2018, as amended on December 05, 2022, the right to vote through electronic voting facility will be provided by the Company in respect of the Special Business. Details of e-voting facility will be shared through 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 within due course. The member may alternatively opt for voting through postal ballot which is being published with this notice and is also available on Company's website.

7. Members can exercise their right to demand a poll subject to meeting requirements of Section 143 to Section 145 of the Companies Act, 2017.

#### **8. Proxy Form:**

Form of Proxy and Ballot Paper are enclosed and are also available on Company's website: [www.centurypaper.com.pk](http://www.centurypaper.com.pk).

**STATEMENT OF MATERIAL FACTS CONCERNING SPECIAL  
BUSINESS PURSUANT TO SECTION 134 OF THE COMPANIES ACT, 2017**

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This statement sets out the material facts concerning the Special Business given in agenda item No. 3 of the Notice which will be considered to be passed by the members.

**Agenda Item No. 3(a)** - Transactions carried out with associated companies/related parties during the year ended June 30, 2024 to be passed as a Special Resolution.

The transactions carried out in normal course of business with associated companies/related parties were being approved by the Board as recommended by the Audit Committee on quarterly basis pursuant to Clause 15 of Listed Companies (Code of Corporate Governance) Regulations, 2019.

During the Board meeting it was pointed out by the Directors that as some of Company Directors were interested in these transactions, the quorum of directors seemingly could not be formed for approval of some of these transactions which resultantly have to be approved by the shareholders in the general meeting.

In view of the above, the transactions conducted during the financial year ended June 30, 2024 with associated companies/related parties shown in Note No. 47 of the audited financial statements for the year ended June 30, 2024 are being placed before the shareholders for their consideration and approval/ratification.

**Agenda Item No. 3(b)** - Authorization to the Chief Executive Officer for the transactions carried out and to be carried out with associated companies during the ensuing year ending June 30, 2025 to be passed as a Special Resolution.

The Company would be conducting transactions with associated companies/related parties in the normal course of business. The majority of Directors are interested in these transactions, therefore, such transactions with associated companies/related parties have to be approved by the shareholders.

In order to comply with the provisions of Clause 15 of Listed Companies (Code of Corporate Governance) Regulations, 2019, the shareholders may authorize the Chief Executive Officer to approve transactions carried out and to be carried out in normal course of business with associated companies/related parties during the ensuing year ending June 30, 2025.

The Directors are interested in the resolutions to the extent of their common directorships and shareholding in the associated companies and the privileges attached thereto only.



# CENTURY PAPER & BOARD MILLS LIMITED

## Form of Proxy

I/We \_\_\_\_\_

of \_\_\_\_\_

a member of **CENTURY PAPER & BOARD MILLS LIMITED**

hereby appoint \_\_\_\_\_

of \_\_\_\_\_

or failing him \_\_\_\_\_

of \_\_\_\_\_

to act as my/our proxy and to vote for me/us and on my/our behalf at the Annual General Meeting of the Shareholders of the Company to be held on the 28th day of October 2024 and at any adjournment thereof.

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

Folio No.	CDC Participant ID No.	CDC Account/ Sub-Account No.	No. of shares held	Signature

**Witness 1**

**Witness 2**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

CNIC No. \_\_\_\_\_

CNIC No. \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Notes: 1. The proxy must be a member of the Company.

2. The signature must tally with the specimen signature/s registered with the Company.

3. If a proxy is granted by a member who has deposited his/her shares in Central Depository Company of Pakistan Limited, the proxy must be accompanied with participant's ID number and CDC account/sub-account number along with attested photocopies of Computerized National identity Card (CNIC) or the Passport of the beneficial owner. Representatives of corporate members should bring the usual documents required for such purpose.

4. The instrument of Proxy properly completed should be deposited at the Registered Office of the Company not later than 48 hours before the time of the meeting excluding holidays.



# سینجری پیپر اینڈ بورڈ ملز لمیٹڈ

## مختار نامہ (پراسی فارم)

میں اہم \_\_\_\_\_

سکنہ \_\_\_\_\_

یچیتیت رکن / ممبر سینجری پیپر اینڈ بورڈ ملز لمیٹڈ مقرر کرتا ہوں / کرتی ہوں / کرتے ہیں مستی / مسماة \_\_\_\_\_

سکنہ \_\_\_\_\_

کو یا ان کی غیر حاضری میں مستی / مسماة \_\_\_\_\_

سکنہ \_\_\_\_\_

کو جو خود بھی سینجری پیپر اینڈ بورڈ ملز لمیٹڈ کا رکن ہے کہ وہ بطور میرا / ہمارا مختار نامہ (پراسی) سینجری پیپر اینڈ بورڈ ملز لمیٹڈ کے سالانہ اجلاس عام میں جو بروز پیر 28 اکتوبر 2024 کو منعقد ہو رہا ہے یا اس کے کسی ملتوی شدہ اجلاس میں شرکت کرے اور میری / ہماری جگہ، میری / ہماری طرف سے حق رائے دہی استعمال کرے۔

مورخہ \_\_\_\_\_ 2024 کو میرے / ہمارے دستخط سے جاری ہوا۔

فولیو نمبر	سی ڈی سی کھاتہ نمبر	سی ڈی سی پارٹیسپنٹ ID	حصص کی تعداد

دستخط

گواہ نمبر 1

دستخط

نام

کمپیوٹرائزڈ شناختی کارڈ نمبر

پتہ

گواہ نمبر 2

دستخط

نام

کمپیوٹرائزڈ شناختی کارڈ نمبر

پتہ

ہدایات:

1. مختار (پراسی) کا کمپنی کارکن (ممبر) ہونا ضروری ہے۔
2. ممبر کے دستخط، نمونہ شدہ دستخط / اندراج شدہ دستخط سے مماثلت ہونا ضروری ہے۔
3. سی ڈی سی اکاؤنٹ ہولڈر یا سب اکاؤنٹ ہولڈر کو پراسی فارم کے ہمراہ کمپیوٹرائزڈ شناختی کارڈ یا پاسپورٹ کی مصدقہ نقل منسلک کرنا ضروری ہے۔ کارپوریٹ اداروں کے نمائندوں کو معمول کے مطابق دستاویزات ساتھ لانا ضروری ہے۔
4. پراسی فارم مکمل پُرشدہ کمپنی کے رجسٹرڈ آفس میں اجلاس کے مقررہ وقت سے کم از کم 48 گھنٹے قبل واقع لیگن اسکوائر بلڈنگ نمبر 2، سرور شہید روڈ، کراچی میں جمع کرنا ضروری ہے چھٹیوں کے علاوہ۔





## CENTURY PAPER & BOARD MILLS LIMITED

Registered Office: Lakson Square, Building No.2, Sarwar Shaheed Road Karachi-74200.

Ph: + 92 21 3840 0000 Fax No. + 92 21 3568 3410

Email: mansoor-ahmed@centurypaper.com.pk website: www.centurypaper.com.pk

### Ballot Paper for Voting through Post

For poll to be held at the Annual General Meeting of Century Paper & Board Mills Limited on Monday, October 28, 2024, at 3:00 p.m. at PSX Auditorium, Pakistan Stock Exchange Building, Stock Exchange Road, Karachi, as well as through video-link facility to transact the following business:

#### Contact Details of the Chairman, where ballot paper may be sent:

**Business Address:** The Chairman, Century Paper & Board Mills Limited, Lakson Square, Building No.2, Sarwar Shaheed Road Karachi-74200, Pakistan, Attention: Company Secretary Designated email address: chairman@centurypaper.com.pk

Name of Shareholder / Joint shareholders	
Registered address of shareholder(s)	
Number of shares held (October 20, 2024)	
Folio Number / CDC Account Number	
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.)	

#### INSTRUCTIONS FOR POLL

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

2. In case both the boxes are marked as (✓), your ballot paper shall be treated as "Rejected".

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

Nature and Description of Special Business/Resolution	I/We assent to the Special Resolution (FOR)	I/We dissent to the Special Resolution (AGAINST)
<b>SPECIAL RESOLUTION</b>  a) "RESOLVED THAT the transactions carried out in normal course of business with associated companies/related parties as disclosed in Note No. 47 of the audited financial statements for the year ended June 30, 2024 be and are hereby ratified and approved."  b) "RESOLVED THAT the Chief Executive Officer of the Company be and is hereby authorized to approve all the transactions carried out and to be carried out in normal course of business with associated companies/related parties during the ensuing year ending June 30, 2025 and in this connection the Chief Executive Officer be and is hereby also authorized to take any and all necessary actions and sign/execute any and all such documents/indentures as may be required in this regard on behalf of the Company."		

#### NOTES/PROCEDURE FOR SUBMISSION OF BALLOT PAPER:

- Duly filled and signed original postal ballot should be sent to the Chairman, at above-mentioned postal or email address.
- Copy of CNIC/Passport (in case of foreigner) should be enclosed with the postal ballot form.
- Postal ballot forms should reach chairman of the meeting on or before October 25, 2024 during working hours (i.e. by 5:00 p.m.). Any postal ballot received after this date, will not be considered for voting.
- Signature on postal ballot should match the signature on CNIC/Passport (in case of foreigner).
- Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written ballot papers will be rejected.
- 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 alongwith the Proxy Form. In case of foreign body corporate, all documents must be attested from the Counsel General of Pakistan having jurisdiction over the member.
- Ballot paper has also been placed on the website of the Company www.centurypaper.com.pk. Members may download the ballot paper from the website or use original/photocopy as published in newspapers.

Signature of Shareholder(s)

Place:

Date:

Stamp in case of Corporate Shareholder



# سینچری پیپر اینڈ بورڈ ملز لمیٹڈ

رجسٹرڈ آفس: لیکسن اسکوائر بلڈنگ نمبر 2، سرورشیہ راولپنڈی، کراچی - 74200  
ای میل: mansoor-ahmed@centurypaper.com.pk ویب سائٹ: www.centurypaper.com.pk

## بیلٹ پیپر برائے ووٹنگ بذریعہ ڈاک

برائے ووٹنگ بابت انتخابات موقع سالانہ اجلاس عام برائے سینچری پیپر اینڈ بورڈ ملز لمیٹڈ بروز پیر بتاریخ 28 اکتوبر 2024 بوقت 3:00 بجے شام بمقام پاکستان اسٹاک ایکسچینج آڈیٹوریم، پاکستان اسٹاک ایکسچینج بلڈنگ، پاکستان اسٹاک ایکسچینج روڈ، کراچی۔ مندرجہ ذیل امور کے سلسلے میں یہ سہولت بذریعہ الیکٹرانک ذرائع اویڈیو لنک بھی دستیاب ہوگی۔  
چیز میں سے رابطے کی تفصیلات یہاں بیلٹ پیپر بھیجا جاسکتا ہے:

کاروباری پتہ: چیئرمین، سینچری پیپر اینڈ بورڈ ملز لمیٹڈ، لیکسن اسکوائر بلڈنگ نمبر 2، سرورشیہ راولپنڈی، کراچی - 74200، پاکستان۔  
معرفت: کمپنی سیکرٹری / شخص شدہ ای میل ایڈریس: chairman@centurypaper.com.pk

شیرز ہولڈرز / جوائنٹ شیرز ہولڈرز کے نام	
رجسٹرڈ شدہ پتہ	
شیرز کی تعداد (بتاریخ 20 اکتوبر 2024)	
فولیو نمبر / سی ڈی سی اکاؤنٹ نمبر	
کمپیوٹرائزڈ قومی شناختی کارڈ نمبر / پاسپورٹ نمبر (بصورت غیر ملکی) (نقل و حرکت کی جائیں)	
اضافی معلومات اور منسلک دستاویزات (بصورت نمائندہ برائے کاروباری ادارے، کارپوریشن اور وفاقی حکومت)	

### ووٹنگ کیلئے ہدایات

- برائے مہربانی اپنے ووٹ کی نشاندہی دینے کے لئے بیلٹ پیپر میں صحیح نشان (✓) لگا کر کیجئے۔
  - اگر دونوں خانوں میں صحیح نشان (✓) لگا دیا گیا تو آپ کا بیلٹ پیپر مسترد کر دیا جائے گا۔
- میں / ہم اپنا ووٹ مندرجہ ذیل قرارداد کے سلسلے میں استعمال کرتا / کرتے ہوں / ہیں بذریعہ بیلٹ پیپر ہذا، اس سلسلے میں میں / ہم اپنے ووٹ کی نشاندہی متعلقہ خانے میں صحیح نشان (✓) لگا کر کر رہا ہوں / ہیں۔

میں / ہم قرارداد کے خلاف ووٹ دیتا ہوں / دیتے ہیں۔ (مخالفت میں)	میں / ہم قرارداد کے حق میں ووٹ دیتا ہوں / دیتے ہیں۔ (مخالف میں)	خصوصی قرارداد کی نوعیت و تفصیلات
		<p><b>امور خصوصی:</b></p> <p>"قرارداد یا جاتا ہے کہ معمول کے مطابق منسلک کمپنیوں / متعلقہ پارٹیوں کے ساتھ کاروباری لین دین، جیسا کہ مالی سال اختتامیہ 30 جون 2024 کی سالانہ آڈٹ شدہ رپورٹ کے نوٹ نمبر 47 میں مذکور ہے، کی توثیق کی جاتی اور ان کی منظور کیا جاتا ہے۔"</p> <p>"قرارداد یا جاتا ہے کہ آئندہ مالی سال اختتامیہ 30 جون 2025 کے دوران معمول کے مطابق مذکورہ بالا منسلک کمپنیوں / متعلقہ پارٹیوں کے ساتھ کاروباری لین دین کے معاملات کے سلسلے میں کمپنی کے چیف ایگزیکٹو آفیسر فیصلہ کرنے کے مجاز ہیں اور انھیں بذریعہ ہذا اس بات کا مجاز بنایا جاتا ہے، نیز انھیں اس سلسلے میں کمپنی کی جانب سے تمام ضروری دستاویزات / معاہدات تیار کرنے اور ان پر دستخط کرنے اور ضروری اقدامات اٹھانے کے مجاز ہیں اور انھیں بذریعہ ہذا مجاز بنایا جاتا ہے۔"</p>

### نوٹس / بیلٹ پیپر جمع کروانے کا طریقہ کار:

- باقاعدہ پر شدہ اور دستخط شدہ اصل پوسٹل بیلٹ جناب چیئرمین کو مذکورہ بالا کاروباری یا ای میل ایڈریس پر ارسال کر دیا جائے۔
- پوسٹل بیلٹ فارم کے ساتھ کمپیوٹرائزڈ قومی شناختی کارڈ / پاسپورٹ (بصورت غیر ملکی) کی نقل منسلک کرنا لازم ہے۔
- پوسٹل بیلٹ فارم پر چیئرمین اجلاس کو 25 اکتوبر 2024 تک یا اس سے قبل دوران اوقات کار موصول (یعنی 5:00 تک) موصول ہوجانے چاہئیں۔ مذکورہ تاریخ کے بعد موصول ہونے والے پوسٹل بیلٹس کو ووٹنگ میں شمار نہیں کیا جائے گا۔
- پوسٹل بیلٹ پر مہربان کے دستخطوں کا ان کے کمپیوٹرائزڈ قومی شناختی کارڈ / پاسپورٹ (بصورت غیر ملکی) کے مطابق ہونا لازم ہے۔
- ناہمیل، غیر دستخط شدہ، غلط پر شدہ فارم، پھٹے ہوئے اور خراب شدہ فارم کو مسترد کر دیا جائے گا۔
- کاروباری اداروں یا کارپوریشنز کے نمائندگان کی صورت میں، پوسٹل بیلٹ کے ساتھ مجاز فرد کے کمپیوٹرائزڈ قومی شناختی کارڈ کی نقل منسلک کرنا لازم ہے، علاوہ ازیں کمپنی بیلٹ 2017 سیکشنز 138 یا 139، جیسا بھی صورت ہوں کے مطابق بیلٹ کے ساتھ بورڈ کی قرارداد، پاور اٹارنی کی تصدیق، نقل یا اتھارٹی لیکر کا منسلک کیا جانا لازم ہے، اگر یہ دستاویزات اس سے قبل پر کسی فارم کے ساتھ جمع نہیں کروائی گئی ہیں۔ غیر ملکی کاروباری اداروں کی صورت میں تمام دستاویزات کا مجاز نقل و حرکت جزل آف پاکستان سے تصدیق شدہ ہونا لازم ہے۔
- بیلٹ پیپر کمپنی کی ویب سائٹ www.centurypaper.com.pk پر بھی دستیاب ہے۔ ممبران کمپنی کی ویب سائٹ سے اس فارم کو ڈاؤن لوڈ کر سکتے ہیں یا اخبارات میں شائع کردہ یا سالانہ رپورٹ کیساتھ منسلک بیلٹ پیپر کی اصل یا فوٹو کاپی بھی استعمال کی جاسکتی ہے۔