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2023

12 June 2026

Mandatory Conversion of Physical Shares to Book-Entry Form
Unclaimed Dividend(s) / Share Certificates

Mandatory Conversion of Physical Shares

Pursuant to Section 72 of the Companies Act, 2017 and the directives issued by the Securities and Exchange Commission of Pakistan (SECP), shareholders holding physical share certificates are required to convert their holdings into book-entry form maintained within the Central Depository System (CDS). The CDS, operated by Central Depository Company of Pakistan Limited (CDC), provides a secure electronic platform for the custody and transfer of securities.

To facilitate conversion of physical shares into book-entry form, shareholders are requested to undertake the following steps:

- Complete and sign the Securities Deposit Form;
- Initiate a Deposit Request through a CDC participant;
- Execute the relevant transfer deed and/or any other required transfer documents;
- Submit the original share certificates, transfer documents, a copy of the Securities Deposit Form and the CDC-generated acknowledgment to the Company's Share Registrar; and
- Retain a copy of the submitted documents for your record.
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Shareholders are encouraged to complete this process at the earliest to ensure compliance with applicable regulatory requirements.

Outstanding Dividends and Undelivered Share Certificates

Our records indicate that certain dividends and/or share certificates remain unclaimed or undelivered. In accordance with the provisions of Section 244 of the Companies Act, 2017, the Company has previously contacted shareholders regarding such outstanding entitlements.

Shareholders who have not yet claimed their dividend(s) or received their share certificates are requested to contact the Company's Share Registrar and submit the following documents:

- A written request/covering letter;
- Duly completed and signed e-dividend mandate form (available on the Company's website);
- Clear copy of a valid CNIC.

The documents may be submitted to:



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Corplink (Private) Limited

Wings Arcade, 1-K Commercial,
Model Town, Lahore

Phone: (042) 35916714, 35916719

Your cooperation in updating and regularizing your shareholding records will assist the Company in maintaining compliance with applicable laws and regulations.

Should you require any clarification or assistance, please feel free to contact the Company's Share Registrar.

Yours sincerely,

For and on behalf of Highnoon Laboratories Limited

Baqar Hasan

Senior General Counsel & Company Secretary



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Highnoon Laboratories Limited: Registered Office & Plant: 17.5 KM, Multan Road, Lahore - 53700, Pakistan.

Corporate Office: Office No. 901, 9th Floor, Tricon Corporate Center, 73 E, Jail Road, Lahore - 54660, Pakistan.

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