

Pakistan Tobacco Company Limited  
Serena Business Complex  
Khayaban - e - Suhrwardy  
Sector G-5, Islamabad

Tel: +92 (0) 51 2083200-01  
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www.ptc.com.pk

16<sup>th</sup> March 2023

The Director  
Corporate Supervision Department  
Securities & Exchange Commission of Pakistan  
NIC Building, 63-Jinnah Avenue  
Islamabad

**Subject: Application For Extension For Holding Annual General Meeting (AGM)**

Dear Sir,

With reference to the above-mentioned subject, we are enclosing our application u/s 132 of the Companies Act, 2017 (the "Act") for the extension for holding Annual General Meeting (AGM) of Pakistan Tobacco Company Limited (the "Company") for a period of 30 days.

Following documents are also attached with application.

1. Copy of Challan of Rs. 15,000 being the prescribed fee for extension for holding AGM.
2. Required documents under Regulation 27 of Companies General Regulations, 2018.

We would like to seek the Commission's permission to kindly extend the time period for holding the AGM of the Company by a period of 30 days. Basis the Commission's approval, we are intending to hold the AGM on 2<sup>nd</sup> May 2023.

We look forward to hearing from you.

Please feel free to contact the undersigned should have you have any queries or concerns.

Yours sincerely,

*Madeeha*

Madeeha A. Chaudhry  
Company Secretary



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**Application For Extension For Holding Annual General Meeting (AGM)**

Dear Sir,

1.	The Registration Number, Name & Address of the Company	Registration No. 0000126 Name: Pakistan Tobacco Company Limited Address: Serena Business Complex, Khayaban-e-Suharwardy, G-5, Islamabad
2.	Date of last Annual General Meeting held for Financial Year ended.	The Last Annual General Meeting of the Company was held on April 21, 2022
3.	a) The date up to which extension is required for AGM	May 02, 2023
4.	Reason for not being able to hold Annual General Meeting on time.	Given that Eid ul Fitr 2023 is tentatively scheduled for the week before the end of April, some of our directors may not be available to attend the AGM due to personal commitments over Eid ul Fitr break. Additionally, given the significance of the AGM, few of our foreign directors would also like to attend the AGM and we would be highly interested in facilitating such personal attendance.

Thanking you.

Yours sincerely,



Madeeha A. Chaudhry  
Company Secretary