

14 June 2023

Subject: Follow up with Shareholders – Mandatory Conversion of Physical Shares to Book-Entry Form

Dear Shareholder,

Haleon Pakistan Limited (“Company”) is committed to ensuring compliance with all legal requirements stipulated under applicable laws.

Please be apprised that section 72 of the Companies Act, 2017 and SECP’s communication bearing File No. CSD/ED/Misc./2016-639-640 dated 26 March 2021 in this regard requires all physical shares to be converted into book entry form.

Our records indicate that your shares in the Company are in physical form, therefore please find below guidance to replace physical shares with shares in book-entry form.

Physical shares will be deposited into Central Depository System (CDS), an electronic book-entry system used to record and maintain securities and to register the transfer of securities. CDS is operated and maintained by Central Depository Company of Pakistan Limited (CDC). CDC is the ultimate custodian of the Pakistan Capital Market. As per the Companies Act, 2017, CDC holds the status of Public Interest Company & Large Sized Company since it holds assets of general public in fiduciary capacity. CDC is ISO/IEC 27001:2013 certified for Information Security Management and ISO/IEC 22301:2012 certified for its Business Continuity Management Program. CDC is regulated by SECP and is a member of the Asia-Pacific Central Securities Depository Group.

Physical shares can be converted into Book-Entry-Form by completing the following requirements:

- Complete the Securities Deposit Form fully;
- Transmit a Deposit Request to the CDC;
- Sign the transfer deed (format attached) or other instruments of transfer comprised in the registrable transfer documents relating to such shares;
- Dispatch to the Company registrable transfer documents together with one copy of securities deposit form and one copy of the printout generated by the computer system in acknowledgment of transmission of the deposit request transaction; and
- Retain one copy of the securities deposit form for your own record.

Benefits of electronic shares

Benefits of converting physical shares into electronic shares includes:

- No risk of damaged, lost, forged or duplicate certificates.
- Instantaneous transfer of ownership.
- Instant credit of corporate entitlements (bonus, rights and new issues).
- Paperless environment (no traditional vaults).
- Secure custody of securities.
- Convenient pledging of securities.

We hope that our shareholders help the Company remain fully compliant with all applicable laws and are grateful for your kind attention to this matter.

Thank you.
Yours sincerely,



Ms. Mashal Mohammad
Barrister-at-Law
Legal Director & Company Secretary

Enclosed: As above



File No. CSD/ED/Misc./ 2016 - 639-640

March 26, 2021

The Chief Executive Officer,
All the listed Companies,
(Through PUCARS).

Subject: Follow-up by the Listed Companies with their Such Shareholders who Hold Shares in Physical Form for Conversion of their Shares into the Book-Entry-Form

Dear Sir,

Please refer to the provisions of Section 72 of the Companies Act, 2017 (the Act) requiring all the then existing companies to replace shares issued by them in physical form with shares to be issued in the Book-Entry-Form within a period not exceeding four years from the date of the promulgation of the Act.

2. In this regard, it is to inform you that a recently conducted study revealed that 24% of the total shares issued by the listed companies are still held in physical form. As you know that holding shares in the Book-Entry-Form has a number of benefits not only for the shareholders and the issuers but for the capital market as well.

3. In order to ensure full compliance with the provisions of the aforesaid Section 72 and to be benefitted of the facility of holding shares in the Book-Entry-Form, all the listed companies are requested to pursue with their such members / shareholders who still hold shares in physical form, requiring them to convert their shares in the Book-Entry-Form. The listed companies while pursuing with the said shareholders may share with them benefits of holding shares in the Book-Entry-Form and procedure for conversion. The listed companies are also requested to continue this follow-up exercise with their shareholders till conversion of all the shares currently held in physical form, into the Book-Entry-Form.

Kind Regards

Imran Saif
Deputy Director
Corporate Supervision- Department

Copt to:

- (i) The Chief Executive Officer, the Pakistan Stock Exchange Limited, Karachi.
- (ii) The Chief Executive Officer, Central Depository Company Pakistan Limited, Karachi.
- (iii) The Chief Executives Officers, All the Share Registrars.
- (iv) Office Copy.

COMPANY NAME:	
FOLIO #	
NAME OF SHAREHOLDER:	

S #	SHARE CERTIFICATE #	DISTINCTIVE NUMBER FROM	DISTINCTIVE NUMBER TO	NUMBER OF SHARE
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1.				
2.				
3.				
4.				
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18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
TOTAL				

TRANSFEROR SHARE HOLDER SIGNATURE

Haleon Pakistan Limited

HALEON

For Health. With Humanity.

CONVERSION OF PHYSICAL SHARES INTO BOOK-ENTRY FORM


The Securities and Exchange Commission of Pakistan, through its letter No. CSD/ED/Misc./2016- 639-640 dated March 26, 2021, has advised all listed companies to adhere to the provisions of Section 72 of the Companies Act, 2017 (the "Act"), which requires all companies to replace shares issued in physical form to book-entry form within four years of the promulgation of the Act.

In this regard, all shareholders of the Haleon Pakistan Limited (the "Company") having physical folios/share certificates are requested to convert their shares from physical form into book-entry form at the earliest.

Shareholders may contact a Pakistan Stock Exchange member, Central Depository Company of Pakistan (CDC) Participants, or CDC Investor Account Service Providers for assistance in opening a CDS account and subsequent conversion of the physical shares into book-entry form. Maintaining shares in book-entry form has many advantages such as, safe custody of shares with the CDC, avoidance of formalities required for the issuance of duplicate shares, and readily available for sale and purchase in open market at better rates.

The shareholders of the Company may contact the Share Registrar and Transfer Agent of the Company, CDC Share Registrar Services Limited, CDC House, 99-B, Block 'B', S.M.C.H.S., Main Shakra-e-Faisal, Karachi-74400. Toll Free 0800-23275 / UAN 021-111-111-500, Email: info@cdcsrsl.com / Website: www.cdcsrsl.com for the conversion of physical shares into book-entry form.

Karachi
14 June 2023


Ms. Mashal Mohammad
Company Secretary

HALEON

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Haleon Pakistan Limited

فزیکل شیئرز کی بک۔ انٹری فارم میں تبدیلی

سیکورٹیز اینڈ ایکسچینج کمیشن آف پاکستان نے بذریعہ اپنے لیٹر نمبر /CSD/ED/Misc. 639-640 مورخہ 26 مارچ 2021 تمام لسٹڈ کمپنیز کو ہدایت کی ہے کہ وہ کمپنیز ایکٹ 2017 (ایکٹ) کی دفعہ 72 کے مندرجات کی پابندی کریں۔ جس کے تحت تمام کمپنیوں کے لئے ضروری ہے کہ وہ اس ایکٹ کے نفاذ کے اندرون چار برس فزیکل شکل میں جاری کردہ شیئرز انٹری فارم میں تبدیلی کر لیں۔

اس ضمن میں Haleon Pakistan Limited (کمپنی) کے تمام شیئرز ہولڈرز حامل فزیکل فولیوز/شیئرز سیرٹیفیکیشن سے التماس ہے کہ وہ جلد از جلد اپنے شیئرز فزیکل فارم سے بک انٹری فارم میں تبدیلی کر لیں۔

شیئرز ہولڈرز CDS اکاؤنٹ کھولنے میں معاونت کرنے اور بعد ازاں فزیکل شیئرز کی بک انٹری فارم میں تبدیلی کے لئے پاکستان اسٹاک ایکسچینج ممبر، سینٹرل ڈیپازٹیری کمپنی آف پاکستان (CDC) شراکت دار یا CDC انویسٹر اکاؤنٹ کی خدمات فراہم کرنے والوں سے رابطہ کریں۔ شیئرز کو بک انٹری شکل میں رکھنے کے کئی فوائد ہیں۔ مثلاً CDC کے پاس شیئرز کی محفوظ تحویل میں ہونا نقل شیئرز کے اجراء کے لئے درکار ضابطوں سے بچنا اور بہترین قیمت پر اوپن مارکیٹ میں فروخت اور خریدار کے لئے فوری دستیاب۔

فزیکل شیئرز کی بک انٹری فارم میں تبدیلی کے لئے کمپنی کے شیئرز ہولڈرز کمپنی کے شیئرز رجسٹرار اور ٹرانسفر ایجنٹ CDC شیئرز رجسٹرار سرورسز لمیٹڈ CDC ہاؤس B-99، بلاک B، S.M.C.H.S میں شاہراہ فیصل کراچی-74400 سے رابطہ کریں۔

ٹول فری: 0800-23275 / 021-111-111-500 UAN

ای میل: info@edesrsl.com

ویب سائٹ: www.edesrsl.com

کراچی 14 جون 2023



مشعل محمد

رہنما

کمپنی سیکریٹری