

# FAUJI FERTILIZER BIN QASIM LIMITED

## Notice of Annual General Meeting

Notice is hereby given that the 30th Annual General Meeting of the shareholders of Fauji Fertilizer Bin Qasim Limited will be held at 10:00am on 25 March 2024 at FFBL Tower, C1/C2, Sector-B, Jinnah Boulevard, Phase-2, DHA, Islamabad to transact the following business:

### Ordinary Business:

1. To confirm the minutes of the Extra Ordinary General Meeting held on 18 August 2023.
2. To receive, consider and approve the Audited Accounts of the Company (separate and consolidated) together with the Directors' and Auditors' reports thereon for the year ended December 31, 2023.
3. To appoint auditors of the Company to hold office from the conclusion of the Annual General Meeting until the conclusion of the next Annual General Meeting, and to fix their remuneration.
4. To approve the payment of final cash dividend for the year ended December 31, 2023 at the rate of 10 % i.e. Re. 1 per ordinary share as recommended by the Board of Directors.

### Other Business:

5. To transact any other business with the permission of the Chair.

By Order of the Board  
Fauji Fertilizer Bin Qasim Limited

Brig (Retd) Khurram Shahzada, SI(M),  
Company Secretary

Islamabad  
March 1, 2024

### Closure of Share Transfer Books: -

Share transfer books of the Company will remain closed from March 19, 2024 to March 25, 2024 (both days inclusive) for the purpose of holding the Annual General Meeting.

### Notes: -

1. A member of the Company entitled to attend and vote at the General Meeting may appoint a person/ representative as proxy to attend and vote in place of member at the meeting. Proxies in order to be effective must be received at Company's registered office duly stamped and signed not later than 48 hours before the time of holding meeting. A member cannot appoint more than one proxy. Attested copy of shareholder's CNIC must be attached with the proxy form.
2. The CDC/sub account holders are required to follow the under mentioned guidelines as laid down by Securities and Exchange Commission of Pakistan contained in Circular No. 1 of 2000 dated January 26, 2000: -
  - (a) For attending the meeting
    - i. In case of individuals, the account holder or sub-account holder shall authenticate his/her identity by showing his / her original national identity card or original passport at the time of attending the meeting.
    - ii. In case of corporate entity, the Board of Directors' resolution / power of attorney with specimen signature of the nominee shall be produced at the time of meeting.
  - (b) For appointing proxies
    - i. In case of individuals, the account holder or sub-account holder shall submit the proxy form as per the above requirement.

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- ii. The proxy form shall be witnessed by the two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
  - iii. Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
  - iv. The proxy shall produce his/her original CNIC or original passport at the time of the meeting.
  - v. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be submitted to the Company along with proxy form.
3. Members are requested to promptly notify any change in their addresses.
  4. Shareholders who have not yet submitted photocopies of their Computerized National Identity Cards (CNIC) are requested to send the same at the earliest.

## 5. Consent for Video Conference Facility

Members can also avail video conference facility in Karachi and Lahore. In this regard please fill the following and submit to registered address of the Company 10 days before holding the general meeting.

If the Company receives consent from members holding in aggregate 10% or more shareholding residing at geographical location, to participate in the meeting through video conference at least 10 days prior to the date of meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that city.

The Company will intimate members regarding venue of video conference facility at least 5 days before the date of general meeting alongwith complete information necessary to enable them to access such facility.

I/We, \_\_\_\_\_  
of \_\_\_\_\_, being a member  
of Fauji Fertilizer Bin Qasim Limited, holder of \_\_\_\_\_ Ordinary Share(s) as per Register Folio / CDC Account No \_\_\_\_\_ hereby opt for video conference facility at \_\_\_\_\_.

\_\_\_\_\_  
Signature of member

## 6. E-Voting

Members can exercise their right to demand a poll subject to meeting requirements of Sections 143 -145 of Companies Act, 2017 and applicable clauses of Companies (Postal Ballot) Regulations 2018.

## 7. Participation in AGM through electronic means:

As per guidelines issued by SECP dated April 5, 2022, shareholders/members can also use following means to participate in the Annual General Meeting:

1. WhatsApp No 03008713326
2. Email ID shares@fbl.com
3. Video Link member who wish to participate through video link should intimate through above WhatsApp number / Email ID on or before March 21, 2024.

## 8. Unclaimed & unpaid dividend / shares

Shareholders, who have not received previous years dividend amount, right share certificates or share certificates lodged for transfer are requested to please contact to the Company or Shares Registrar in this regard. The detail of unclaimed/ unpaid dividend and share certificates is available at Company's website [www.fbl.com](http://www.fbl.com).

## 9. Conversion of physical shares into Book Entry Form

The Securities & Exchange Commission of Pakistan through its circular No CSD/ED/Misc./2016-639-640 dated March 26, 2021 has advised the listed companies to pursue their such members who still hold shares in physical form to convert their shares into book entry form.

We hereby request all such shareholders of the Company who are holding shares in physical form to convert their shares into book-entry form at the earliest.

## 10. Web access and QR enable code for Annual Report

As required under Section 223 of the Companies Act 2017 and in terms of S.R.O No. 389(I)/2023 dated March 21, 2023, the Annual Report including the Financial Statements of the Company has been uploaded on the website of the Company which can be viewed using the following link and QR enable code:

<https://www.fbl.com/wp-content/uploads/2024/02/2023-FFBL-ANNUAL-REPORT.pdf>



# Form of Proxy

30th Annual General Meeting

The Company Secretary

**Fauji Fertilizer Bin Qasim Limited**  
FFBL Tower, C1/C2, Sector-B,  
Jinnah Boulevard, DHA-II,  
Islamabad.

I/We, \_\_\_\_\_ of \_\_\_\_\_, being a Member(s) of FAUJI FERTILIZER BIN QASIM LIMITED, holder of \_\_\_\_\_ ordinary shares as per registered Folio No. \_\_\_\_\_ hereby appoint Mr. / Mst. \_\_\_\_\_ Folio No (if member) \_\_\_\_\_ of \_\_\_\_\_ or failing him/her Mr. / Mst. \_\_\_\_\_ Folio No (if member) \_\_\_\_\_ of \_\_\_\_\_ as my / our proxy in my / our absence to attend and vote for me / us, and on my / our behalf at the Annual General Meeting of the Company to be held on 25 March 2024 and at any adjournment thereof.

Signed under my/our hand this \_\_\_\_ day of \_\_\_\_\_ 2024.



\_\_\_\_\_  
Signature should agree with the specimen  
signature registered with the Company

Signed in the presence of:

\_\_\_\_\_  
Signature of Witness-1

\_\_\_\_\_  
Signature of Witness-2

## Notes:

1. This instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorized in writing, or if the appointer is a corporation either under the common seal or under the hand of an official or attorney so authorized. No person shall be appointed as proxy who is not a member of the Company qualified to vote except that a corporation being a member may appoint a person who is not a member.
2. The instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed or it notari ally certified copy of that power of authority shall be deposited at the office of the Company not less than 48 (forty eight) hours before the time for holding the meeting at which the person named in the instrument purposes to vote, and in default the instrument of a proxy shall not be treated as valid.

# پراکسی فارم

## تیسواں سالانہ اجلاس عام

کمپنی سیکریٹری

فوجی فریٹلائزر رین قاسم لینڈ

ایف ایف بی ایل ناور، سی 11 / سی 2، سیکٹر - بی، جناح ہائیوے،

ڈی ایچ اے - 11، اسلام آباد

میں / ہم ----- بحیثیت ممبر (ز) فوجی فریٹلائزر رین قاسم لینڈ اور عامل ----- عام  
حصص رجسٹرڈ فولیو نمبر ----- محترم / محترمہ -----  
یا انکے حاضر نہ ہونے کی صورت میں محترم / محترمہ ----- رجسٹرڈ فولیو نمبر  
(اگر ممبر ہے) ----- کو اپنی / ہماری عدم موجودگی میں کمپنی کے 25 مارچ 2024 کو منعقد ہونے والے سالانہ اجلاس عام میں شرکت کرنے، حق رائے دہی استعمال کرنے یا کسی  
بھی التواء کی صورت میں اپنا / ہمارا بطور نمائندہ (پراکسی) مقرر کرتا ہوں / کرتے ہیں۔  
میرے / ہمارے دستخط آج بتاریخ ----- 2024 ہوئے۔

پچاس روپے کی ریونیوٹک چسپاں کریں

دستخط -----

دستخط کمپنی میں موجود دستخطی نمونے سے مشابہت ہونا ضروری ہے

یہ دستخط درج ذیل کولمان کی موجودگی میں کئے گئے:

دستخط گواہ - 2

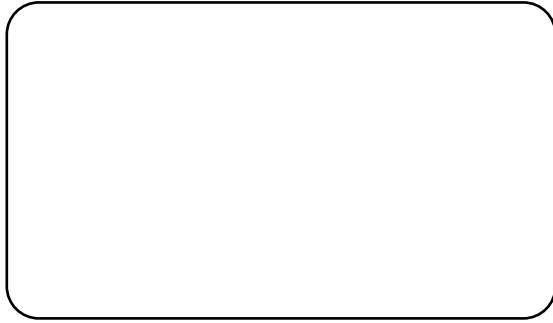
دستخط گواہ - 1

اہم نکات:

- 1- پراکسی مقرر کرنے کیلئے یہ دستاویز مقرر کرنے والے یا انکے نمائندے کے ہاتھ سے پڑی جانی چاہئے یا اگر مقرر کنندہ کارپوریشن (کمپنی) ہے تو دستاویز پراکسی کی مہر ہو یا کمپنی کے نمائندہ کے ہاتھ سے پڑی جائے۔ ایسے کسی بھی شخص کو پراکسی مقرر نہیں کیا جاسکتا جو ووٹ ڈالنے کی اہلیت کا حامل کمپنی کا ممبر نہ ہو، ماسوائے کارپوریشن (کمپنی) کے جو کسی غیر ممبر کو پراکسی مقرر کر سکتی ہے۔
- 2- یہ پراکسی / دستاویز اور پاور آف اٹارنی یا دیگر اختیار (اگر کوئی ہے) جن کے تحت یہ پراکسی دی جا رہی ہے کی تصدیق شدہ نقل اجلاس کے انعقاد، جس میں نامزد شخص ووٹ ڈالنا چاہتا ہے، سے کم از کم 48 گھنٹے قبل کمپنی کے دفتر میں موصول ہونی چاہئیں۔ بصورت دیگر دستاویز کا اعدادمقرر دے دی جائے گی۔

**BOOK POST**

Under Postal Certificate



**If undelivered, please return to:**

**Shares Department**

FFBL Tower, C1/C2, Sector B,  
Jinnah Boulevard, Phase II, DHA, Islamabad

Tel : +92 51 8763325,

Fax : +92 51 8763304-05

Web : [www.ffbl.com](http://www.ffbl.com)