



CDC Share Registrar Services Limited

Wholly owned Subsidiary of



INTRODUCTION

- CDC Share Registrar Services Limited are the only registrar company providing the facility to conduct AGMs & EOGMs electronically through its Virtual Meeting Solutions.
- The biggest aim is to continue critical business activities while everyone stays safe and maintains Social Distancing.
- During this pandemic situation, CDCSR has arranged 27 AGM/EOGM via Video Conferencing.

The advertisement features the CDC Share Registrar Services Limited logo at the top left, with the tagline 'Legacy of Trust'. To the right, it states 'Wholly owned subsidiary of' followed by the logo of the Central Depository Company of Pakistan. A circular seal on the right side reads 'SOCIAL DISTANCING WITH BUSINESS CONTINUITY'. The main text in the center reads: 'CONDUCT YOUR AGM/EOGM ELECTRONICALLY THROUGH CDCSR VIRTUAL MEETING SOLUTION'. Below this, it says: 'In times when safety of directors and shareholders is a priority, CDC Share Registrar Services Limited conducts virtual AGMs/EOGMs/Board Meetings through Video Conferencing and Election of Directors through Electronic Voting.' Further down, it mentions: 'Virtual Interactive Platforms, Remote Access facilities and a fully functional Business Continuity Management Program makes us Pakistan's No.1 Share Registrar Service.' The bottom of the ad features an illustration of a laptop displaying a video conference grid, a smartphone, and a mug. At the very bottom, contact information is provided: 'www.cdcsrsl.com', 'Info@cdcsrsl.com', and '0800-23275'.

CDC SHARE REGISTRAR SERVICES LIMITED
Legacy of Trust

Wholly owned subsidiary of

CONDUCT YOUR AGM/EOGM ELECTRONICALLY THROUGH CDCSR VIRTUAL MEETING SOLUTION

In times when safety of directors and shareholders is a priority, CDC Share Registrar Services Limited conducts virtual AGMs/EOGMs/Board Meetings through Video Conferencing and Election of Directors through Electronic Voting.

Virtual Interactive Platforms, Remote Access facilities and a fully functional Business Continuity Management Program makes us Pakistan's No.1 Share Registrar Service.

Observe Social Distancing with Business Continuity.

www.cdcsrsl.com | Info@cdcsrsl.com | 0800-23275



Steps and guidelines for conducting and participating in AGM & EOGM through Video Conferencing


STEP # 1:

Drafting, reviewing and finalization of AGM/EOGM Notice as per legal requirements



STEP # 2:

Arrangement to publish the final notice in English & Urdu Newspaper



Sui Northern Gas Pipelines Limited
Gas House, 21- Kashmir Road, P.O. Box No. 56 Lahore.
Website: www.sngpl.com.pk

NOTICE OF 55TH ANNUAL GENERAL MEETING

The Notice is hereby given that the 55th Annual General Meeting of the Company will be held on Saturday, August 15, 2020 at 11:00 a.m. at Company's Head Office, Gas House, 21 - Kashmir Road, Lahore for the purpose of transacting the following business:

ORDINARY BUSINESS:

1. To confirm the minutes of the adjourned Extraordinary General Meeting held on June 23, 2020.
2. To confirm the minutes of the Reconvened Extraordinary General Meeting held on July 6, 2020.
3. To receive, consider and adopt the Annual Audited Accounts of the Company for the year ended June 30, 2019 together with the Directors' and Auditors' Reports thereon.
4. To consider and approve payment of cash dividend to the shareholders at the rate of Rs. 3.50 per share of Rs. 10/- each i.e. 35% for the year ended June 30, 2019, as recommended by the Board of Directors. This is inclusive of interim cash dividend at the rate of Rs. 1.5 per share of Rs. 10/- each i.e. 15% already paid in FY 2018-19.
5. To appoint External Auditors for the year ending June 30, 2020 and to fix their remuneration.
6. To transact any other ordinary business of the Company with the permission of the Chairperson.

The share transfer books of the company will remain close from Saturday, August 8, 2020 to Saturday, August 15, 2020 (both days inclusive). The members whose names appear in the register of members as at the close of business on Friday, August 7, 2020 will qualify for the payment of dividend.

Due to prevailing circumstances of Covid-19 across the Country, valuable shareholders are requested to give preference to attend the meeting through video conference instead of their physical presence. Moreover, the Company will follow the best practices and comply with the instructions of the Government and SECP to ensure protective measures are in place for the well-being of its stakeholders. For attending the meeting, wearing of masks and gloves are mandatory.

Considering the hygiene / health of all stakeholders, especially due to outbreak of Covid-19, refreshments will not be served during the meeting.

Lahore
Date: July 21, 2020

By Order of the Board
(IMTIAZ MEHMOOD)
Company Secretary

STEP # 3:

Obtaining Shareholders Consent to participate in the AGM & EOGM

Shareholder can request to participate in AGM by & before 12 hours of AGM time through email by providing information in following manner:

S.No.	Name of Shareholder	CNIC Number	Folio/CDS #	Cell #	Email
1	Syed M.Arshad	4210131768055	54807	3122890887	smarshadbest@gmail.com



STEP # 4:

Verification Process of Shareholders

1. List of shareholders which consent received will be shared with the Issuer
2. List of shareholders will be verified by CDCSR by checking Folio/CDS #, CNIC etc.
3. Final verified shareholders list will be shared with the issuer on the same day.

List of Share Holders

S.No.	Name of Shareholder	CNIC NO.	Folio No.	CDC Account No.	No. of Shares held	Cell No.	Email address
1	M Fahim Siddique	42101-33397-6	0057-3311	0057-3311	100	3343657784	muhammad.fahim@paksuzuki.com.pk
2	Muhammad Asim Nawaz Malik	42101-33397-6	0057-33454	0057-33454	157	3343657984	asim.nawaz@paksuzuki.com.pk
3	Muhammad Ahmer Noman	42101-33397-6	04447-3338	04447-3338	214	3343658184	Ahmer.Noman@paksuzuki.com.pk
4	Tariq Mehmood	42101-33397-6	0057-3311	0057-3311	271	3343658384	tariq.mehmood@paksuzuki.com.pk
5	Naveed Iqbal	42101-33397-6	0057-33454	0057-33454	328	3343658584	naveed.iqbal2@paksuzuki.com.pk
6	Farrukh Tanveer	42101-33397-6	04447-3338	04447-3338	385	3343658784	farrukh.tanveer@paksuzuki.com.pk
7	Ghulam Qadir	42101-33397-6	0057-3311	0057-3311	442	3343658984	Ghulam.Qadir@paksuzuki.com.pk
8	Muhammad Ahsan	42101-33397-6	0057-3311	0057-3311	499	3343659184	Ahsan.Aslam@paksuzuki.com.pk
9	Waqas Ali Raza	42101-33397-6	0057-33454	0057-33454	556	3343659384	Waqas.Ali@paksuzuki.com.pk
10	Muhammad Farhan Mashkoor	42101-33397-6	04447-3338	04447-3338	613	3343659584	farhan.mashkoor@paksuzuki.com.pk

CDC Status
Verified
not verified
verified
verified
verified
verified
verified
verified
verified
verified
verified



STEP # 5:

**Sending / Forwarding
Guidelines to participate
in AGM & EOGM to
shareholders**



STEP # 6:

Circulation of Video Link (Zoom ID & Password) among final participants via Email

Sample Email to shareholders

From: Nadir Allahwala [mailto:nadirallahwala@gmail.com]

Sent: Wednesday, September 2, 2020 10:54 AM

To: Muhammad Suhail <Muhammad_Suhail@cdcsrsl.com>

Cc: Muhammad Sarwar Dayala <muhammad_sarwar@cdcsrsl.com>

Subject: Meeting ID

CDC Share Registrar Services is inviting you to a scheduled Zoom meeting.

Topic: CDC Share Registrar Services' Zoom Meeting

Time: Sep 2, 2020 11:30 AM Islamabad, Karachi, Tashkent

Join Zoom Meeting

<https://us02web.zoom.us/j/83595088951?pwd=bXVnbFBNdjlmQ3kxSk9kNlAwc2pKUT09>

Meeting ID: 835 9508 8951

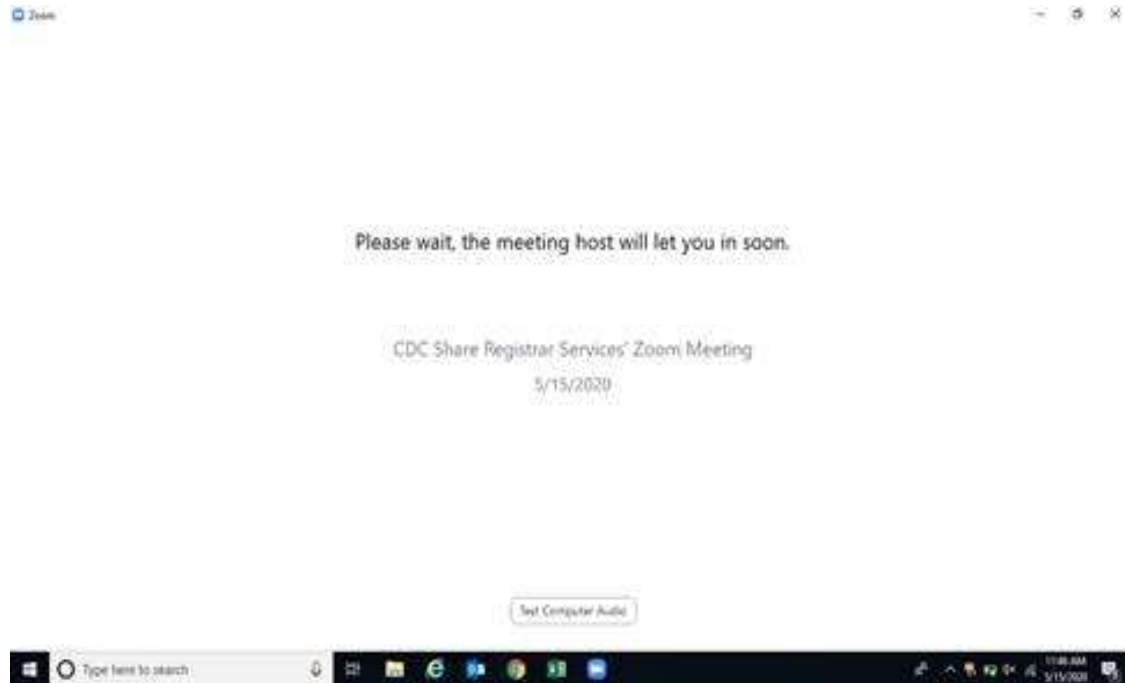
Passcode: 999155



STEP # 7:

JOINING THE MEETING VIA ZOOM

- Step 1= Following message will appear on the screen when User will click the zoom meeting link:



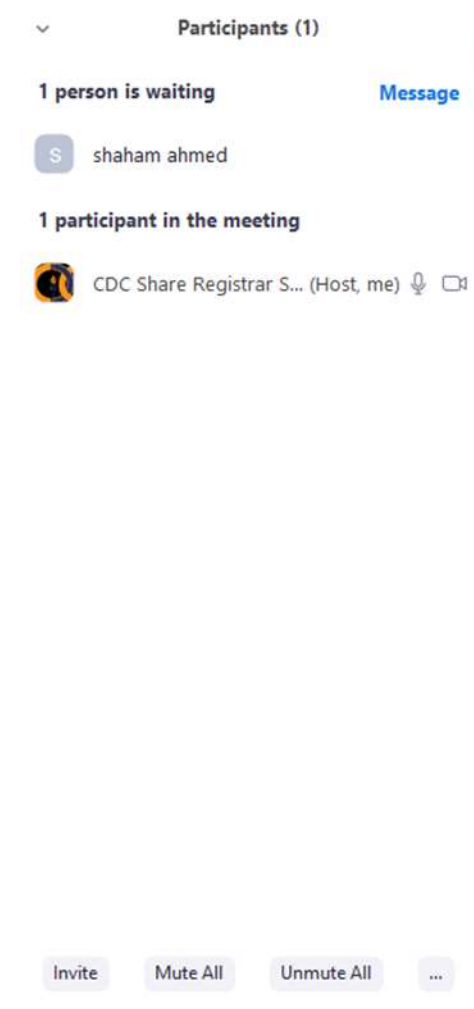
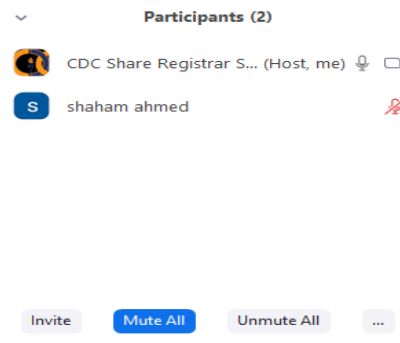
STEP # 7:

JOINING THE MEETING VIA ZOOM

Step 2 when shareholder click the zoom meeting link following message at CDCSR Screen and participant will show in waiting room

Step 3 shareholder verified by name from list of participants available with CDCSR and asking Folio through chat room

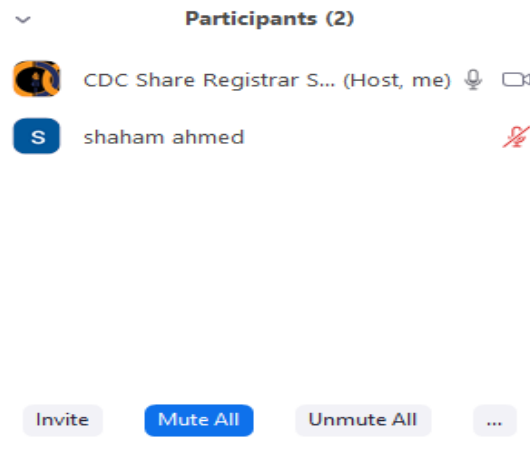
Step 4 If all particulars are verified then shareholder will allow to join a meeting before half hour with mute status



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JOINING THE MEETING VIA ZOOM

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STEP # 7:

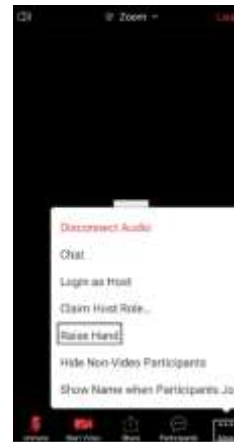
PROTOCOLS FOR THE MEETING

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1. Microphone will remain **MUTED** at the time of meeting and **will be UNMUTED** on request upon show of hand by the participants during the meeting.
2. Use Headphone to avoid echo during the meeting.
3. Disconnect multiple devices from WIFI
4. Email **your questions** in advance at company.secretary@cdcsrsl.com
5. Use **Chat Option** for the question and mention your folio number.



6. You can also **raise hands** for the questions.



STEP # 7:

GUIDELINES FOR SHAREHOLDER DURING THE MEETING

- a. Shareholder will ask question in advance through email
First Company secretary will present the questions to the management and will respond.
- b. Shareholder, indicating their folio number may also use Chat Option for question .
In second step Company secretary will present these questions to the management and will respond.
- c. Shareholder may also raise hands for the questions.
If Management allows, then CDCSR will allow their MIC option to ask the desired question.

a.

STEP # 8:

Deployment of necessary equipment including Laptop, Camera & LAN connectivity at the venue



STEP # 9:

Marking Attendance and agenda approval through WhatsApp Management



STEP # 10:

Complete Management of the Meeting proceeding, handling and Technical Support



STEP # 11:

**Complete video recording
of the meeting**



THANK YOU