

KOHAT CEMENT COMPANY LIMITED

REF. No. KCCL/HO/SE/ 1198

September 22, 2015

The General Manager,
Karachi Stock Exchange Limited,
Stock Exchange Building,
Stock Exchange Road,
Karachi.

Subject: **Notice of Annual General Meeting**

Dear Sir,

Enclosed please find a copy of Notice of the Annual General Meeting to be held on October 15, 2015 for circulation amongst your members.

Yours Sincerely,


Company Secretary

CC:

1. **The Secretary,**
Lahore Stock Exchange Limited,
19-Khyaban-e-Aiwan-e-Iqbal,
Lahore.
2. **The Secretary,**
Islamabad Stock Exchange Limited,
ISE Towers,
55-B, Jinnah Avenue,
Islamabad.

Encl: As above.



Head Office: 37-P, Gulberg II, Lahore - Pakistan.
UAN: +92-42-11-111-KCCL, (5225) Fax: +92-42-3575-4084, 3587-4990
Web: www.kohatcement.com



KOHAT CEMENT COMPANY LIMITED

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that 36th Annual General Meeting of the shareholders of **Kohat Cement Company Limited** ("Company") will be held on Thursday, **October 15, 2015** at 10:00 AM, at its registered office, Kohat Cement Factory, Rawalpindi Road, Kohat, to transact the following Ordinary Business:

1. To receive, consider and adopt the audited financial statements of the Company for the year ended June 30, 2015 together with Auditors' and Directors' Reports thereon.
2. To consider and if think fit, approve, as recommended by the Board of Directors, the final cash dividend for the year ended June 30, 2015 @ **40%** i.e. **Rs. 4/-** per ordinary share. This would be in addition to the 50% 1st Interim Cash Dividend (Rs. 5 per share) already paid during the year.
3. To appoint Auditors and to fix their remuneration.
The present Auditors M/s. KPMG Taseer Hadi & Co. Chartered Accountants, retire and being eligible, offer themselves for reappointment.

(By Order of the Board)


Khurram Shahzad
Company Secretary

Lahore: September 23, 2015



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Notes:

1. The register of members and the share transfer books of the Company will be closed from Thursday, **October 08, 2015** to Thursday **October 15, 2015** (both days inclusive). Physical transfers / CDS transactions IDs received in order at the Company's Independent Share Registrar Office, **M/s. Hameed Majeed Associates (Pvt.) Limited, HM House, 7-Bank Square, Lahore**, upto the close of business on Wednesday, **October 07, 2015** will be treated in time for the purpose of entitlement of dividend and to attend the meeting.
2. A member entitled to attend and vote at the Meeting may appoint another person as his/her proxy to attend and vote on his/her behalf. Proxies, in order to be effective, must be received at the Head Office of the Company, 37-P, Gulberg-II, Lahore 48 hours before the time of the holding of the Meeting. A proxy must be a member of the Company. Form of proxy is enclosed herewith.
3. The members should quote their folio number/ CDS IDs in all correspondence with the Company and should bring at the time of attending the Annual General Meeting.
4. The members are requested to notify immediately changes, if any, in their registered addresses.
5. According to SECP directives, dividend warrant(s) must bear the CNIC number of the registered shareholder. Therefore, the members who have not yet submitted photocopy of their valid computerized national identity cards to the Company are once again requested to send the same at the office of Independent Share Registrar of the Company. Failure to comply with the above directives shall result in withholding of dividend warrants by the Company.
6. As directed by the SECP vide Circular No. 18 of 2012 dated June 5, 2012, we once again give the opportunity to those shareholders who have not yet provided dividend mandate information, to authorize the Company to directly credit the cash dividend, if any, declared by the company in future, in their respective bank account instead of issuing a dividend warrant, by providing their dividend mandate, in case of book entry securities in CDS, to respective CDS participants and in case of physical shares to Company's Independent Share Registrar. Copy of dividend mandate form may be downloaded from Company's website www.kohatcement.com.
7. CDC account holders will further have to follow the guidelines as laid down in Circular No. 1 dated 26th January 2000 issued by the Securities & Exchange Commission of Pakistan.
8. The prescribed rates of withholding of income tax from the amount of dividend paid by the Company are as under:

For filers of income tax returns - 12.5%

For non-filers of income tax returns - 17.5%

To enable the Company to make tax deduction on the amount of cash dividend @ 12.5% instead of 17.5%, all the shareholders whose names are not entered into the Active Taxpayers' List (ATL) provided on the website of the FBR, despite the fact that they are filers, are advised to make sure that their names are entered into ATL before the date of payment of the cash dividend otherwise tax on their cash dividend will be deducted @ 17.5% instead of 12.5%.



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The corporate shareholders having CDC accounts are required to have their National Tax Number (NTN) updated with their respective participants, whereas corporate physical shareholders should send a copy of their NTN certificate to the Company or its Share Registrar. The shareholders while sending NTN or NTN certificates, as the case may be, must quote Company name and their respective folio numbers.

9. The FBR has clarified that shareholders' accounts jointly held by Filers and Non-filers shall be dealt with separately and in such particular situation, each account holder is to be treated individually as either a filer or a non-filer and tax will be deducted according to his shareholding. If the share is not ascertainable then each account holder will be assumed to hold equal proportion of shares and the deduction will be made accordingly. Therefore, in order to avoid deduction of tax at a higher rate, the joint account holders are requested to provide the below details of their shareholding to the Share Registrar of the Company latest by the close of business on October 15, 2015.

Folio/CDC Account No.	Name of shareholder	CNIC	Shareholding	Total shares	Principal/joint shareholder
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For any query/problem/information, the investors may contact the Company and/or the Share Registrar.

10. The financial statements of the Company for the year ended 30 June 2015 along with Auditors and Directors Report thereon have been placed on the company's website: www.kohatcement.com.



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