



Pakistan Paper Products Ltd.

D/58, S.I.T.E., KARACHI, PAKISTAN

Tel: 32579302, 32579698, 32569303. Fax: 0092-21-32579301

NOTICE OF MEETING

Notice is hereby given that the 53rd Annual General Meeting of the Shareholders of Pakistan Paper Products Ltd will be held at SITE Association of Industry Aiwane-Sanat H-16 Textile Avenue SITE Karachi on Tuesday 27th October, 2015 at 12:30 pm to transact the following business :-

1. To confirm the Minutes of the last Annual General Meeting held on 22nd October, 2014.
2. To receive and adopt the audited accounts of the Company for the year ended on 30th June, 2015 together with the Directors' Report and Auditors' Report thereon.
3. To approve the payment of Interim Dividend @ of Rs. 4.00 per share (40%) as recommended by the Board of Directors. (already paid)
4. To appoint Auditor for the year 2015-2016 and to fix their remuneration.
5. To transact any other business with the permission of the Chair.

By Order of the Board

(FAISAL SAEED KHAN)
Company Secretary

Karachi

Dated: 21st September 2015



PAKISTAN PAPER PRODUCTS LTD.

D/58 S.I.T.E ESTATE AVENUE KARACHI-75700

NOTES:

1. The Share Transfer Book of the Company will remain closed from 20.10.2015 to 27.10.2015 (both days inclusive).

2. A member entitled to attend and vote at this meeting may appoint any other member as his/her proxy to attend the meeting and vote instead of him/her. The proxies in order to be effective must be received by the Company not less than 48 hours before the meeting. CDC Account holders will further have to follow the under mentioned guidelines as laid down in Circular No.1 dated January 26, 2000 issued by the Securities & Exchange Commission of Pakistan.

A. For Attending the Meeting :-

- i) In case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account and their registration details are uploaded as per Regulations, shall authenticate his/her identity by showing his/her original Computerized National Identity card (CNIC) or original Passport at the time of attending the meeting.
- ii) In case of Corporate entity, the Board of Directors resolution of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of meeting.

B. For Appointing Proxies:

- i) In case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account and their registration details are uploaded as per the Regulations, shall submit the proxy form as per the above requirement.
- ii) The proxy form shall be witnessed by two persons whose names, address and CNIC Numbers shall be mentioned on the form.
- iii) Attested copies of CNIC or 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 (unless it has been provided earlier) along with proxy form to the Company.

3. Members who desire to stop deduction of Zakat from their dividends may submit a declaration on non-judicial stamp paper duly signed as required under the law (if not submitted earlier).

4. The members /shareholders having physical shares and have not yet submitted photocopy of their valid Computerized National Identity Card (CNIC) to the company to send the same at the earliest to the Share Registrar M/s. F.D Registrar Services (SMC-Pvt) Ltd, 17th Floor, Saima Trade Tower-A, I.I Chundrigar Road Karachi 74000, Email [fdregistrar@yahoo.com](mailto:fddregistrar@yahoo.com) or , Pakistan Paper Products Ltd, D/58, Estate Avenue, SITE-Karachi. The Corporate Entities are requested to provide their National Tax Number (NTN).



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Please give Folio Number with the copy of CNIC/NTN details. Reference is also made to the Securities and Exchange Commission of Pakistan (SECP) Notification dated August 18, 2011 SRO 779 (I) 2011, which mandates that the dividend warrants should bear CNIC number of the registered member or the authorized person, except in case of minor(s) and corporate members. Please note that Dividend Warrants will not be sent to the registered members or their authorized persons, if their CNIC/NTN is not received prior to dispatch of the Dividend Warrants.

5. Members are also requested to notify any change in address immediately.

6. The shareholders are further requested to quote their folio number in all correspondence with the Company and at the time of attending the Annual General Meeting.

7. Number of share certificates and dividends warrants have been returned marked as "undelivered". Any member affected by this is advised to write or call our Share Registrar M/s. F.D Registrar Services (SMC) -Pvt., 17th Floor, Saima Trade Tower-A I.I Chundrigar Road, Karachi during working hours. Ph: 0092-21-35478192-93 Fax: 0092-21-32621233 Email: fdregistrar@yahoo.com

8. SECP through its Notification SRO 787(I)/2014 dated September 8, 2014, has allowed the circulation of Audited Financial Statements along with the Notice of Annual General Meeting to the shareholders of the Company through email. Therefore, shareholders who wish to receive the soft copy of Annual Report are requested to send their email address. The consent form for electronic transmission can be downloaded from the Company's website. The Company shall, however, continue to provide hard copy of the Audited Financial Statements to its shareholders, on request, free of cost, within seven days of receipt of such request.

9. Pursuant to the notification of the SECP (SRO 634(I)/2014) dated: 10th July 2014 the financial statements of the Company have been placed on Company's website at www.pakpaper.com

C: For Video Conference:

Further to SECP S.R.O. No.1027/(I)2014 dated 13th November 2014 clause 1(b) "The company may provide video conference facility to its members for attending the general meeting at places other than the town in which general meeting is taking place after considering the geographical dispersal of its members:

Provided that if members, collectively holding 10% or more shareholding residing at a geographical location, provide their consent to participate in the meeting through video conference at least 10 days prior to date of meeting the company shall arrange video conference facility in that city subject to availability of such facility in that city".
