CDC Share Registrar Services Limited
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.
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
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:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Shareholder</th>
<th>CNIC Number</th>
<th>Folio/CDS #</th>
<th>Cell #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Syed M.Arshad</td>
<td>4210131768055</td>
<td>54807</td>
<td>3122890887</td>
<td><a href="mailto:smarshadbest@gmail.com">smarshadbest@gmail.com</a></td>
</tr>
</tbody>
</table>
**Verification Process of Shareholders**

**STEP # 4:**

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.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Shareholder</th>
<th>CNIC NO.</th>
<th>Folio No.</th>
<th>CDC Account No.</th>
<th>No. of Shares held</th>
<th>Cell No.</th>
<th>Email address</th>
<th>CDC Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M Fahim Siddique</td>
<td>42101-33397-6</td>
<td>0057-3311</td>
<td>0057-3311</td>
<td>3343657784</td>
<td>3343657784</td>
<td><a href="mailto:muhammad.fahim@paksuzuki.com.pk">muhammad.fahim@paksuzuki.com.pk</a></td>
<td>verified</td>
</tr>
<tr>
<td>2</td>
<td>Muhammad Asim Nawaz Malik</td>
<td>42101-33397-6</td>
<td>0057-33454</td>
<td>0057-33454</td>
<td>3343657984</td>
<td>3343657984</td>
<td><a href="mailto:asim.nawaz@paksuzuki.com.pk">asim.nawaz@paksuzuki.com.pk</a></td>
<td>verified</td>
</tr>
<tr>
<td>3</td>
<td>Muhammad Asher Noman</td>
<td>4447-3338</td>
<td>0057-3311</td>
<td>0057-3311</td>
<td>3343658184</td>
<td>3343658184</td>
<td><a href="mailto:Ahmer.Noman@paksuzuki.com.pk">Ahmer.Noman@paksuzuki.com.pk</a></td>
<td>verified</td>
</tr>
<tr>
<td>4</td>
<td>Tariq Mehmood</td>
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<td>0057-3311</td>
<td>3343658384</td>
<td>3343658384</td>
<td><a href="mailto:tariq.mehmood@paksuzuki.com.pk">tariq.mehmood@paksuzuki.com.pk</a></td>
<td>verified</td>
</tr>
<tr>
<td>5</td>
<td>Naveed Iqbal</td>
<td>0057-33454</td>
<td>0057-33454</td>
<td>0057-33454</td>
<td>3343658584</td>
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<td>6</td>
<td>Nasir Ahmad</td>
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<td>3343658784</td>
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<tr>
<td>7</td>
<td>Muhammad Ali</td>
<td>42101-33397-6</td>
<td>0057-3311</td>
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<td>3343658984</td>
<td>3343658984</td>
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<tr>
<td>8</td>
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<td>42101-33397-6</td>
<td>0057-3311</td>
<td>0057-3311</td>
<td>3343659184</td>
<td>3343659184</td>
<td><a href="mailto:Muhammad.Ali@paksuzuki.com.pk">Muhammad.Ali@paksuzuki.com.pk</a></td>
<td>verified</td>
</tr>
<tr>
<td>9</td>
<td>Muhammad Farhan Mashkoor</td>
<td>42101-33397-6</td>
<td>0057-3311</td>
<td>0057-3311</td>
<td>3343659384</td>
<td>3343659384</td>
<td><a href="mailto:Muhammad.FarhanMashkoor@paksuzuki.com.pk">Muhammad.FarhanMashkoor@paksuzuki.com.pk</a></td>
<td>verified</td>
</tr>
</tbody>
</table>
STEP # 5:

Sending / Forwarding Guidelines to participate in AGM & EOGM to shareholders
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
JOINING THE MEETING VIA ZOOM

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

Please wait, the meeting host will let you in soon.

CDC Share Registrar Services’ Zoom Meeting
5/15/2020
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
JOINING THE MEETING VIA ZOOM

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

Participants (2)

CDC Share Registrar S... (Host, me) ☑
shaham ahmed
PROTOCOLS FOR THE MEETING

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.
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.
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