



**CORRESPONDENCE MANUAL**

**FOR COMPANIES**

**LISTED ON**

**LAHORE STOCK EXCHANGE  
(GUARANTEE) LIMITED**

July 30, 2008

**LAHORE STOCK EXCHANGE (GUARANTEE) LIMITED**

19, Khayaban-e-Aiwan-e-Iqbal, Lahore-54000  
PABX:(92-42) 6368000 Fax **(042) 111-441-441**

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The Chief Executive/Secretary  
of All Listed Companies and Issuers of Listed Securities

Subject: **CORRESPONDENCE MANUAL**

Dear Sir,

In order to facilitate the listed companies to follow time bound requirements of the Listing Regulations, the Exchange has placed this Correspondence Manual at its website, which will help you in exchanging correspondence on various compliance issues with LSE.

The listed companies and issuers of listed securities are advised to transmit the information to the Exchange by using their fax machines during trading hours of the Exchange on **UAN Fax number 042-111-441-441**.

The listed companies and issuers of listed securities are further advised to always refer to the Correspondence Manual and ensure that correspondence is exchanged as per the requisite Forms to avoid violation of the Listing Regulations.

# LAHORE STOCK EXCHANGE (GUARANTEE) LTD

## CORRESPONDENCE MANUAL

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The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Board Meeting**

Dear Sir,

This is to inform you that a meeting of the Board of Directors of the Company will be held on \_\_\_\_ (date) \_\_\_\_ at \_\_\_\_ (time) \_\_\_\_, at \_\_\_\_ (place) \_\_\_\_ to consider the Quarterly / Annual Accounts for the period ended \_\_\_\_\_ / for declaration of any entitlement.

The Company has declared the "Closed Period" from \_\_\_\_ (date) to \_\_\_\_ (date) as required under Clause (xxvi) of the Code of Corporate Governance contained in the Listing Regulation No. 37 of the Exchange. Accordingly, no Director, CEO or Executive shall, directly / indirectly, deal in the shares of the Company in any manner during the Closed Period.

You may please inform the members of the Exchange accordingly.

Yours Sincerely,

- Notes:**
1. Every listed company and issuer of a listed security shall notify to the Exchange at least one week in advance the date, time and place of its board meeting specially called for consideration of its quarterly and annual accounts or for declaration of any entitlement for the security holders through fax at UAN Fax number 111-441-441 during trading hours of the Exchange followed by a hard copy of letter of confirmation.
  2. In case if there is any change in the date, time and place of the meeting, notified earlier the same shall be conveyed to the Exchange immediately through **UAN Fax number 042-111-441-441** during trading hours of the Exchange followed by a hard copy of letter of confirmation.
  3. While communicating the date of Board Meeting, the companies shall intimate the Closed Period to the Exchange.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Approval Of Date and Time For Holding The Annual General Meeting  
For The Year Ended**

Dear Sir,

We intend to hold our Annual General Meeting on \_\_\_\_\_ (date) \_\_\_\_\_  
at \_\_\_\_\_ (time) \_\_\_\_\_, at \_\_\_\_\_ (place) \_\_\_\_\_.

You are requested to kindly accord your approval to the date and time for holding the meeting.

Yours Sincerely,

- Notes:
1. All listed companies shall obtain prior approval of the Exchange in respect of the date and time of holding of their annual general meeting.
  2. If there is any change in date or time of the meeting duly approved by the Exchange earlier, fresh approval shall have to be obtained from the Exchange.
  3. All listed companies are advised to send the above information through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Financial Results For The Year Ended** \_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

We have to inform you that the Board of Directors of our company in their meeting held on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) at \_\_\_\_\_ (place) recommended the following:

(i) **CASH DIVIDEND**

A final Cash Dividend for the year ended \_\_\_\_\_ at Rs. \_\_\_\_\_ per share i.e. \_\_\_\_\_%. This is in addition to Interim Dividend(s) already paid at Rs. \_\_\_\_\_ per share i.e. \_\_\_\_\_%.

**AND/OR**

(ii) **BONUS SHARES**

It has been recommended by the Board of Directors to issue Bonus Shares in the proportion of \_\_\_\_\_ share(s) for every \_\_\_\_\_ share(s) held i.e. \_\_\_\_\_%. This is in addition to the Interim Bonus Shares already issued @ \_\_\_\_\_%.

**AND/OR**

(iii) **RIGHT SHARES**

The Board has recommended to issue \_\_\_\_\_% Right Shares at par/at a discount/premium of Rs. \_\_\_\_\_ per share in proportion of \_\_\_\_\_ share(s) for every \_\_\_\_\_ share(s). The entitlement of right shares being declared simultaneously will be/will not be applicable on Bonus Shares as declared above.

**AND/OR**

(iv) **ANY OTHER ENTITLEMENT/CORPORATE ACTION**

**AND/OR**

(v) **ANY OTHER PRICE-SENSITIVE INFORMATION**

The financial results of the Company are as follows:

(The Company shall give complete Profit & Loss Account along with appropriations, earning per share and comparative figures of immediately preceding corresponding period. In addition, if the accounts contain certain qualification / observation by the auditors, the same should also be intimated).

The Annual General Meeting of the Company will be held on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) at \_\_\_\_\_ (place).

\*The above entitlement will be paid to the shareholders whose names will appear in the Register of Members on \_\_\_\_\_ (date).

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The Share Transfer Books of the Company will be closed from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) (both days inclusive). Transfers received at the \_\_\_\_\_ (complete address of share department) \_\_\_\_\_ at the close of business on \_\_\_\_\_ (date) \_\_\_\_\_ will be treated in time for the purpose of above entitlement to the transferees.

We will be sending you 300 copies of printed accounts for distribution amongst the members of the Exchange 21 days before the date of AGM.

Yours Sincerely,

Notes: 1. The above information should be sent during trading hours through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation Under Sealed Cover immediately after the Board Meeting. In case the meeting is not concluded during trading hours, the company shall immediately convey through fax to the Exchange that the meeting is in progress followed by a hard copy of letter of confirmation. The information will have to be conveyed on the next working day between 9:30 a.m. to 9:45 a.m. positively except Friday. If the next working day is Friday, then the information will have to be conveyed between 9:15 a.m. to 9:30 a.m. positively.

2. The company shall mention only the applicable portion of declaration i.e., cash dividend/bonus/ right/any other entitlement/corporate action and any other price-sensitive information which is/are recommended by the Board of Directors of the Company.

3. The above information is required to be sent to the Exchange prior to its release to any one else. Appropriate action will be taken against the company violating this requirement.

4. The company shall give a minimum of 21 days notice to the Exchange prior to closure of Share Transfer Books for any purpose.

Provided that the companies quoted on the Futures Counter shall intimate to the Exchange the dates of book closure and corporate actions, if any, on or before 20<sup>th</sup> day of the month with a notice period of at least 21 days after the said 20<sup>th</sup> day for commencement of book closure.

5. Intimation of dividend and of all other entitlements shall be sent to the Exchange not later than 21 days prior to commencement of the book closure.

6. The company shall provide a minimum period of 7 days but not exceeding 15 days at a time for closure of Shares Transfer Register, for any purpose, not exceeding 45 days in a year in the whole.

7. The company shall treat the date of mailing/despatching as the date of lodgment for the purpose for which the share transfer books of the company are closed.

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\* In case the company decides to announce separate book closure for the entitlement of right shares then it must be clearly mentioned while announcing the dates of book closure.

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The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Notice Of Annual General Meeting**

Dear Sir,

Enclosed please find a copy of the Notice of the Annual General Meeting to be held on \_\_\_\_\_ for circulation amongst your members.

Yours Sincerely,

Encl: As above.

- Notes:
1. Every listed company shall send to the Exchange copies of all notices as well as resolutions prior to their publication and despatch to the shareholders and also file with the Exchange certified copies of all such resolutions as soon as these have been adopted and become effective.
  2. Every listed company is advised to send the above information at least 21 days before the meeting through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Despatch Of Annual Report For The Year Ended \_\_\_\_\_**

Dear Sir,

Enclosed please find 300 printed copies of Annual Report of the company for the year ended \_\_\_\_\_ for distribution amongst your members.

Yours Sincerely,

Encl: As above.

- Notes:
1. The Annual Reports must be sent to the Exchange at least 21 days before the holding of Annual General Meeting for circulation amongst the members of the Exchange.
  2. The Annual Reports shall only be sent either through registered post or courier service or hand delivery.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Minutes Of Annual General Meeting/ Extraordinary General Meeting**

Dear Sir,

Enclosed please find a copy of the Minutes of the Annual General Meeting/Extraordinary General Meeting held on \_\_\_\_\_ (date)\_\_\_\_\_ at \_\_\_\_\_ (time)\_\_\_\_\_ at \_\_\_\_\_ (place)\_\_\_\_\_.

Yours Sincerely,

Encl: As above.

Note: Every listed company shall submit copies of minutes of its annual general meeting and of every extraordinary general meeting to the Exchange within 60 days of such meeting.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Financial Results For The Quarter Ended** \_\_\_\_\_

Dear Sir, \_\_\_\_\_

We have to inform you that the Board of Directors of our company in their meeting held on \_\_\_(date) at \_\_\_(time)\_\_\_ at \_\_\_(place) , recommended the following: \_\_\_\_\_

(i) **CASH DIVIDEND**

An Interim Cash Dividend for the quarter ended \_\_\_\_\_ at Rs. \_\_\_\_\_ per share i.e. \_\_\_\_%. This is in addition to Interim Dividend(s) already paid at Rs. \_\_\_\_\_ per share i.e. \_\_\_\_%.

**AND/OR**

(ii) **BONUS SHARES**

It has been recommended by the Board of Directors to issue Interim Bonus shares in proportion of \_\_\_\_\_ share(s) for every \_\_\_\_\_ share(s) held i.e. \_\_\_\_%. This is in addition to the Interim Bonus Shares already issued @ \_\_\_\_%.

**AND/OR**

(iii) **RIGHT SHARES**

The Board has recommended to issue \_\_\_\_\_% Right Shares at par/at a discount/premium of Rs. \_\_\_\_\_ per share in proportion of \_\_\_\_\_ share(s) for every \_\_\_\_\_ share(s). The entitlement of right shares being declared simultaneously will be/will not be applicable on Bonus Shares as declared above.

**AND/OR**

(iv) **ANY OTHER ENTITLEMENT/CORPORATE ACTION**

**AND/OR**

(v) **ANY OTHER PRICE-SENSITIVE INFORMATION**

The financial results of the Company are as follows:

(The Company shall give complete income statements including earning per share for the current interim period and cumulatively for the current financial year to date, with comparative income statements for the comparable interim periods (current and year-to-date of the immediately preceding financial year). In addition, if there is any observation / qualification of the auditors while reviewing the second quarterly accounts, the same should also be intimated.

\*The above entitlement will be paid to the shareholders whose names will appear in the Register of Members on \_\_\_\_\_(date)\_\_\_\_\_.

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The Share Transfer Books of the Company will be closed from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) (both days inclusive). Transfers received at the \_\_\_\_\_ (complete address of share department) \_\_\_\_\_ at the close of business on \_\_\_\_\_ (date) \_\_\_\_\_ will be treated in time for the purpose of above entitlement to the transferees.

We will be sending you 300 copies of printed Accounts for distribution amongst the members of the Exchange.

Yours Sincerely,

- Notes:**
1. The above information should be sent during trading hours through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation Under Sealed Cover immediately after the Board Meeting. In case the meeting is not concluded during trading hours, the company shall immediately convey through fax to the Exchange that the meeting is in progress followed by a hard copy of letter of confirmation. The information will have to be conveyed on the next working day between 9:30 a.m. to 9:45 a.m. positively except Friday. If the next working day is Friday, then the information will have to be conveyed between 9:15 a.m. to 9:30 a.m. positively.
  2. The company shall mention only the applicable portion of declaration i.e., cash dividend/bonus/ right/any other entitlement/corporate action and any other price-sensitive information which is/are recommended by the Board of Directors of the Company.
  3. The above information is required to be sent to the Exchange prior to its release to any one else. Appropriate action will be taken against the company violating this requirement.
  4. The company shall give a minimum of 21 days notice to the Exchange prior to closure of Share Transfer Books for any purpose.

Provided that the companies quoted on the Futures Counter shall intimate to the Exchange the dates of book closure and corporate actions, if any, on or before 20<sup>th</sup> day of the month with a notice period of at least 21 days after the said 20<sup>th</sup> day for commencement of book closure.

5. Intimation of dividend and of all other entitlements shall be sent to the Exchange not later than 21 days prior to commencement of the book closure.
6. The company shall provide a minimum period of 7 days but not exceeding 15 days at a time for closure of Shares Transfer Register, for any purpose, not exceeding 45 days in a year in the whole.
7. The company shall treat the date of mailing/despatching as the date of lodgment for the purpose for which the share transfer books of the company are closed.

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\* In case the company decides to announce separate book closure for the entitlement of right shares then it must be clearly mentioned while announcing the dates of book closure.

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The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Despatch Of Quarterly Accounts For The Period Ended \_\_\_\_\_**

Dear Sir,

Enclosed please find 300 printed copies of our Accounts for the quarter ended \_\_\_\_\_ for distribution amongst your members.

Yours Sincerely,

Encl: As above.

Note: The Accounts shall only be sent through registered post or courier service or hand delivery.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

**Subject: Despatch Of Interim Dividend Warrants**

Dear Sir, \_\_\_\_\_

We are pleased to inform you that the dividend warrants in respect of interim dividend at Rs. \_\_\_\_\_ per share, i.e. \_\_\_\_\_% for the year ended \_\_\_\_\_ have been despatched to the shareholders by registered post on \_\_\_\_\_.

Yours Sincerely,

**Notes:** Every listed company shall :-

1. Despatch the interim dividend warrants to the shareholders concerned within 45 days from the date of commencement of closing of share transfer register for purpose of determination of entitlement of dividend.
2. Intimate the Exchange immediately as soon as all the dividend warrants have been posted to the shareholders.
3. Despatch interim dividend warrants to the shareholders by registered post unless those entitled to receive the dividend require otherwise in writing.
4. All dividend warrants, in addition to the place of the Registered Office of the issuing companies, shall be encashable at Karachi, Hyderabad, Sukkur, Quetta, Multan, Lahore, Faisalabad, Islamabad, Rawalpindi and Peshawar for a period of three months from the date of issue.
5. The company will also mention on the dividend warrants the name of bank and the addresses of its respective branches where the necessary arrangements for encashment have been made.
6. A listed company, which makes a default in complying with the requirements of this Regulation, shall pay to the Exchange penalty of Rs.1000/= (Rupees One thousand only) for every day during which the default continues. The Exchange may also notify the fact of such default and the name of defaulting company by notice and also by publication in the Official Quotation List of the Exchange.
7. The Board may suspend or if it so decides, delist any company which makes a default in complying with the requirements of this Regulation.
8. Any action under this Regulation shall be without prejudice to the action or steps taken by any other person or authority.
9. The companies having their office outside Karachi are advised to pay the extension fee through demand draft.
10. The companies are advised to send the above information through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

**Subject: Despatch Of Final Dividend Warrants**

Dear Sir, \_\_\_\_\_

We are pleased to inform you that the dividend warrants in respect of final dividend at Rs. \_\_\_\_\_ per share, i.e. \_\_\_\_\_% for the year ended \_\_\_\_\_ have been despatched to the shareholders by registered post on \_\_\_\_\_.

Yours Sincerely,

**Note:** Every listed company shall :-

1. Despatch the final dividend warrants to the shareholders concerned within 45 days from the date of General Meeting in which the same has been approved.
2. Intimate the Exchange immediately as soon as all the dividend warrants have been posted to the shareholders.
3. Despatch final dividend warrants to the shareholders by registered post unless those entitled to receive the dividend require otherwise in writing.
4. All dividend warrants, in addition to the place of the Registered Office of the issuing companies, shall be encashable at Karachi, Hyderabad, Sukkur, Quetta, Multan, Lahore, Faisalabad, Islamabad, Rawalpindi and Peshawar for a period of three months from the date of issue.
5. The company will also mention on the dividend warrants the name of bank and the addresses of its respective branches, where the necessary arrangements for encashment have been made.
6. A listed company, which makes a default in complying with the requirements of this Regulation, shall pay to the Exchange penalty of Rs.1000/= (Rupees one thousand only) for every day during which the default continues. The Exchange may also notify the fact of such default and the name of defaulting company by notice and also by publication in the Official Quotation List of the Exchange.
7. The Board may suspend or if it so decides, delist any company which makes a default in complying with the requirements of this Regulation.
8. Any action under this Regulation shall be without prejudice to the action or steps taken by any other person or authority.
9. The companies having their office outside Karachi are advised to pay the extension fee through demand draft.
10. The companies are advised to send the above information through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Despatch/Credit Of Bonus Share Certificates**

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Dear Sir,

We are pleased to inform you that the share certificates in respect of Bonus Shares announced on \_\_\_\_\_ have been despatched to the shareholders through the registered post/credited to their respective accounts in the Central Depository System (CDS) of Central Depository Company of Pakistan Limited (CDC) on \_\_\_\_\_.

Yours Sincerely,

- Notes:
1. A listed company shall issue bonus shares certificates within a period of forty-five days from the date of re-opening of the share transfer register closed.
  2. The bonus share certificates shall be despatched to the shareholders concerned by registered post unless those entitled to receive the bonus share certificates require otherwise in writing.  
  
Provided that this regulation shall not apply in case of eligible securities deposited into the CDS. In such cases, the procedure as prescribed by the CDC shall be complied with.
  3. The Exchange shall be immediately intimated as soon as the bonus share certificates are posted to the shareholders.
  4. The company shall pay extension fee for the balance of the period upto 90 days from the date of re-opening of Share Transfer Register at the rate of Rs.1000/= per day.
  5. No extension beyond that provided in the preceding clause shall be granted.
  6. In the event of the default continuing after the final extension the company shall be liable to a penalty at the rate of Rs.500/= per day the default continues and also to action of suspension or de-listing by the Exchange.
  7. The companies having their office outside Lahore are advised to pay the extension fee through demand draft.
  8. The companies are advised to send the above information through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Extension in Time For Holding The Annual General Meeting For The  
Year Ended**

Dear Sir,

We have applied to the Securities & Exchange Commission of Pakistan for extension of time for holding our Annual General Meeting for the year ended \_\_\_\_\_ upto \_\_\_\_\_ i.e. for \_\_\_\_\_ months. A copy of the application filed with the Securities & Exchange Commission of Pakistan is enclosed for your information and record.

As soon as the permission from Securities & Exchange Commission of Pakistan is received, we will immediately approach your office along with copy of SECP's approval for allowing extension of time as allowed by the SECP.

Yours Sincerely,

Encl: As above.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Declaration Of Interim Cash Dividend / Interim Bonus Shares/Any Other Entitlement/Corporate action and any other price-sensitive information**

Dear Sir,

We have to inform you that the Board of Directors of our company in their Meeting held on \_\_\_\_ (date) \_\_\_\_ at \_\_\_\_ (time) \_\_\_\_ at \_\_\_\_ (place) \_\_\_\_, recommended the following:

(i) **CASH DIVIDEND**

An Interim Cash Dividend for the year ended \_\_\_\_\_ at Rs. \_\_\_\_\_ per share i.e. \_\_\_\_\_%. This is in addition to Interim Dividend already paid at Rs. \_\_\_\_\_ per share i.e. \_\_\_\_\_%.

**AND/OR**

(ii) **BONUS SHARES**

It has been recommended by the Board of Directors to issue Interim Bonus shares in proportion of \_\_\_\_ share(s) for every \_\_\_\_ share(s) held i.e. \_\_\_\_%. This is in addition to the Interim Bonus Shares already issued @ \_\_\_\_%.

**AND/OR**

(iii) **ANY OTHER ENTITLEMENT/CORPORATE ACTION**

**AND/OR**

(iv) **ANY OTHER PRICE-SENSITIVE INFORMATION**

The above entitlement will be paid to the shareholders whose names will appear in the Register of Members on \_\_\_\_ (date) \_\_\_\_.

The Share Transfer Books of the Company will be closed from \_\_\_\_ (date) \_\_\_\_ to \_\_\_\_ (date) \_\_\_\_ (both days inclusive). Transfers received at the \_\_\_\_ (complete address of share department) \_\_\_\_ at the close of business on \_\_\_\_ (date) \_\_\_\_ will be treated in time for the purpose of above entitlement to the transferees.

You may please inform the members of the Exchange accordingly.

Yours Sincerely,

**Notes:** 1. The above information should be sent during trading hours through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation Under Sealed Cover immediately after the Board Meeting. In case the meeting is not concluded during trading hours, the company

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shall immediately convey through fax to the Exchange that the meeting is in progress followed by a hard copy of letter of confirmation. The information will have to be conveyed on the next working day between 9:30 a.m. to 9:45 a.m. positively except Friday. If the next working day is Friday, then the information will have to be conveyed between 9:15 a.m. to 9:30 a.m. positively.

2. The companies shall mention only the applicable portion of declaration i.e., cash dividend / bonus / any other entitlement/corporate action and any other price-sensitive information which is / are recommended by the Board of Directors of the Company.
3. The companies shall follow the instructions given in notes for encashment/despatch of interim dividend/Bonus Shares provided under the notes of Forms No. 9 and 11 respectively of this manual.
4. The above information is required to be sent to the Exchange prior to its release to any one else. Appropriate action will be taken against the company violating this requirement.
5. The company shall give a minimum of 21 days notice to the Exchange prior to closure of Share Transfer Books for any purpose.

Provided that the companies quoted on the Futures Counter shall intimate to the Exchange the dates of book closure and corporate actions, if any, on or before 20<sup>th</sup> day of the month with a notice period of at least 21 days after the said 20<sup>th</sup> day for commencement of book closure.

6. Intimation of dividend and of all other entitlements shall be sent to the Exchange not later than 21 days prior to commencement of the book closure.
7. The company shall provide a minimum period of 7 days but not exceeding 15 days at a time for closure of Shares Transfer Register, for any purpose, not exceeding 45 days in a year in the whole.
8. The company shall treat the date of mailing/despatching as the date of lodgment for the purpose for which the share transfer books of the company are closed.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-elqbal  
Lahore.

Subject: **Declaration Of Right Shares**

Dear Sir,

We have to inform you that the Board of Directors in their meeting held on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) at \_\_\_\_\_ (place) have decided to issue \_\_\_\_\_ Right Share(s) for every \_\_\_\_\_ Shares(s) held i.e. \_\_\_\_\_% at par/at a discount/premium of Rs. \_\_\_\_\_ per share.

The share Transfer Books of the company will be closed from \_\_\_\_\_ to \_\_\_\_\_ (both days inclusive) to determine the entitlement of Right Shares.

Transfers received at the \_\_\_\_\_ Complete Address of Share Department \_\_\_\_\_ at the close of business on \_\_\_\_\_ date \_\_\_\_\_ will be treated in time for the purpose of entitlement of Right Shares to the transferees.

You may please inform the members of the Exchange accordingly.

Yours Sincerely,

- Notes:
1. The above information should be sent during trading hours through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation Under Sealed Cover immediately after the Board Meeting. In case the meeting is not concluded during trading hours, the company shall immediately convey through fax to the Exchange that the meeting is in progress followed by a hard copy of letter of confirmation. The information will have to be conveyed on the next working day between 9:30 a.m. to 9:45 a.m. positively except Friday. If the next working day is Friday, then the information will have to be conveyed between 9:15 a.m. to 9:30 a.m. positively.
  2. The above information is required to be sent to the Exchange prior to its release to any one else. Appropriate action will be taken against the company violating this requirement.
  3. The company shall give a minimum of 21 days notice to the Exchange prior to closure of Share Transfer Books for any purpose.  
  
Provided that the companies quoted on the Futures Counter shall intimate to the Exchange the dates of book closure and corporate actions, if any, on or before 20<sup>th</sup> day of the month with a notice period of at least 21 days after the said 20<sup>th</sup> day for commencement of book closure.
  4. Intimation of dividend and of all other entitlements shall be sent to the Exchange not later than 21 days prior to commencement of the book closure.
  5. The company shall provide a minimum period of 7 days but not exceeding 15 days at a time for closure of Shares Transfer Register, for any purpose, not exceeding 45 days in a year in the whole.
  6. The company shall treat the date of mailing/despaching as the date of lodgment for the purpose for which the share transfer books of the company are closed.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Despatch Of Letters Of Right**

Dear Sir,

We are pleased to inform you that we have despatched the Letters of Right in marketable lots to all the shareholders by Registered Post. The last date of payment/renunciation of the Letters of Right is \_\_\_\_\_.

You may please quote the Letters of Right on your Exchange accordingly.

Yours Sincerely,

- Notes:**
1. A listed company shall issue entitlement letters or right offers to all the shareholders within a period of thirty days from the date of re-opening of security transfer register of the company closed for this purpose.
  2. The company shall pay the following fees for extension granted by the Exchange with regard to issuance of entitlement letters, etc.

(i)	for the first 15 days .....	Rs. 100/= per day
(ii)	for the next 15 days .....	Rs. 200/= per day

Failure to seek extension from the Exchange shall make the company liable to a penalty at double the rate of extension fee provided above.
  3. No extension shall be granted beyond the period in sub-regulation (2). In the event of the default continuing after the final extension, the company shall be liable to an additional penalty at the rate of Rs.5,000/= per day for each day of default and also to action of suspension or otherwise delisting by the Exchange.
  4. No company which has been suspended or de-listed, as the case may be shall be restored and its shares re-quoted on Exchange until it has paid the full amount of penalty for the days of the default and receives the assent of the Board for the restoration.
  5. The companies having their office outside Lahore are advised to pay the extension fee through demand draft.
  6. The companies are advised to send the above information through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Credit/Delivery Of Share Certificates — Right Issue**

Dear Sir,

We are pleased to inform you that the share certificates in respect of Right Issue have been credited into the respective account of the shareholders maintained with the Central Depository Company of Pakistan Limited.

The share certificates of those shareholders, who opted for physical delivery are ready and may be collected personally or through an authorised representative in exchange for the paid Letters of Right from the \_\_\_\_\_ (complete address of Share Department) \_\_\_\_\_, during working hours. Shareholders who desire to receive their Certificates by post may send their written requests, along with the paid Letters of Rights, upon receipt of which the Share Certificates will be despatched by Registered Post.

Yours Sincerely,

**Note:** The companies are advised to send the above information through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Notice Of Extraordinary General Meeting**

Dear Sir,

Enclosed please find a copy of the Notice of Extraordinary General Meeting to be held on \_\_\_\_\_ for circulation amongst your members.

Yours Sincerely,

Encl: As above.

- Notes:
1. The companies shall send to the Exchange copies of all notices as well as resolutions prior to their publication and despatch to the shareholders and also file with the Exchange certified copies of all such resolutions as soon as these have been adopted and become effective.
  2. The companies are advised to send the above information at least 21 days before the meeting through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-elqbal  
Lahore.

Subject: **Change of Registered Office / Share Registrar /Share  
Department/Fax Nos/Telephone Nos/e-mail / web site**

Dear Sir,

Kindly note that the address of the registered office/share registrar/share department/fax/telephone/e-mail/website has been shifted/changed to the following, with effect from \_\_\_\_\_.

New Address of the Registered Office \_\_\_\_\_

Share Registrar/Share Department: \_\_\_\_\_

Telephone Nos. \_\_\_\_\_

Fax Nos. \_\_\_\_\_

E-mail \_\_\_\_\_

Web site \_\_\_\_\_

Yours Sincerely,

**Note:** The companies are advised to send the above information through **UAN**  
**Fax number 042-111-441-441** followed by a hard copy of letter of confirmation immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject : **Appointment Of Chairman / Chief Executive / Managing Director /  
Director(s)/Company Secretary**

Dear Sir,

We have to inform you that Mr./Mrs./Ms. \_\_\_\_\_ has/been  
appointed as \_\_\_\_\_ with effect from \_\_\_\_\_ in  
place of Mr./Mrs./Ms. \_\_\_\_\_.

You may please inform members of your Exchange accordingly.

Yours Sincerely,

Note: The companies are advised to send the above information through **UAN**  
**Fax number 042-111-441-441** followed by a hard copy of letter of confirmation  
immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject : **Change Of Chairman / Chief Executive / Managing Director /  
Director(s)/ Company Secretary**

Dear Sir,

We have to inform you that Mr./Mrs./Ms. \_\_\_\_\_,  
Chairman/Chief Executive/Managing Director/Director(s) has/have ceased to be the  
Chairman/Chief Executive/Managing Director/Director(s)/Company Secretary of the  
Company w.e.f.\_\_\_\_\_ and Mr./Mrs./Ms. \_\_\_\_\_ has/have  
been appointed as \_\_\_\_\_.

You may please inform the members of your Exchange accordingly.

Yours Sincerely,

Note: The companies are advised to send the above information through **UAN**  
**Fax number 042-111-441-441** followed by a hard copy of letter of  
confirmation immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Change Of Management**

Dear Sir,

We have to inform you that as a result of change of management of the company, the following Director(s) have resigned from the Board of Directors with effect from \_\_\_\_\_.

<u>Names</u>	<u>Designation</u>
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In place of the above outgoing Directors, the under-mentioned have joined the Board with effect from \_\_\_\_\_.

<u>Names</u>	<u>Designation</u>
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The New Board of the company now consists of the following:

<u>Names</u>	<u>Designation</u>
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You may please inform the members of your Exchange accordingly.

Yours Sincerely,

**Note:** The companies are advised to send the above information through **UAN** **Fax number 042-111-441-441** followed by a hard copy of letter of confirmation immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Payment of Annual Listing Fee**

Dear Sir, \_\_\_\_\_

We are pleased to enclose our cheque/demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs. \_\_\_\_\_ towards payment of Annual Listing Fee for the financial year, commencing from 1<sup>st</sup> July, \_\_\_\_\_ and ending on 30<sup>th</sup> June, \_\_\_\_\_, in accordance with Listing Regulation No. 34(3) of the Exchange.

Yours Sincerely,

Notes: 1. Every listed company shall pay, in respect of each financial year of the Exchange, commencing from 1st July and ending on 30th June next, an annual listing fee, which shall be payable by or before the 30th September in each calendar year, as per following schedule:

<b>COMPANIES HAVING PAID-UP-CAPITAL</b>	<b>RATE OF FEE</b>
Upto Rs. 50 million .....	Rs. 10,000 per annum
Above Rs.50 million & upto Rs.200 million .....	Rs.25,000 per annum
Above Rs. 200 million .....	Rs.55,000 per annum

2. Failure to pay the Annual Listing Fee by 30th September shall make the company liable to pay surcharge at the rate of 1.5 per cent (one and a half per cent) per month or part thereof, until payment.
3. The companies having the office outside Lahore are advised to pay the Annual Listing Fee by demand draft.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Payment of Additional Listing Fee**

Dear Sir,

Please refer to your letter No. \_\_\_\_\_ dated \_\_\_\_\_ on the above subject.

Enclosed please find our cheque/demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs. \_\_\_\_\_ towards payment of Additional Listing Fee at the rate of one tenth of one percent due upon on increase in the paid-up capital of the company by way of issuance of \_\_\_\_\_ (No. of Shares) shares of Rs. \_\_\_\_\_ each shares on account of \_\_\_\_\_ (To be Specified) \_\_\_\_\_ as per Listing Regulation No.34(2) of the Exchange.

Yours Sincerely,

Encl: As above.

Note: 1. The companies having their office outside Lahore are advised to pay the Additional Listing Fee by demand draft.

**UNDER SEALED COVER**

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Re : **Material Information**

Dear Sir,

In accordance with the Listing Regulation No. 28 and Clause (xxiii) of the Listing Regulation under Code of Corporate Governance, we are pleased to convey the following information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yours Sincerely,

**Note:** Every listed company shall immediately disseminate to the Exchange all material information relating to the business and other affairs of the listed company.

This information may include but shall not be restricted to information regarding a joint venture, any material contract entered into by the company or of any material change in the nature of its business including change of management, change in directors, chairman or CEO of the company, merger or acquisition or loss of any material contract, purchase or sale of significant assets, franchise, brand name, goodwill, royalty, financial plan, etc., and all relevant information such as consideration, terms of payment, period of use of such facilities and projected gains to accrue to the company, any unforeseen or undisclosed impairment of assets due to technological obsolescence, etc., delay / loss of production due to strike, fire, natural calamities, major breakdown, etc., issue or redemption of any securities, a major change in borrowings including any default in repayment or rescheduling of loans.

The companies are advised to send the above information through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation immediately.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Re : **List of Shareholders**

Dear Sir,

In accordance with Regulation No. 21(2) of the Listing Regulations, we are pleased to enclose list of shareholders of the company as on \_\_\_\_\_.

Yours Sincerely,

**Notes:** 1. The company shall furnish a complete list of all its security holders as at 31<sup>st</sup> December in each calendar year, duly affirmed to be correct as and upto that date, within 30 days thereof. Failure to comply in the said behalf shall be deemed to be violation of these Regulations and, in addition, such company shall be liable to pay a sum of Rs.1000/= per day for each day of default until it continues.

Provided that the companies whose securities are on the Central Depository System will submit Beneficial Ownership Report (list of security holders) as of January 1<sup>st</sup> latest by February 19<sup>th</sup>.

2. The list of shareholders must contain all the particulars i.e., name of shareholder, address and number of shares held and shall be submitted on floppy disk/compact disk on Microsoft Excel.

The Company Secretary  
Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Subject: **Loss Of Certificate(s)**

Dear Sir,

We have to inform you that the following Certificate(s) have been reported lost, the details of which are as follows:

1. Name of the Company
2. Date of Loss Report
3. Full Name and Address of person notifying the loss and also to mention whether the person(s) is/are Registered shareholder(s) or not.
4. Certificate reported lost were accompanied/not accompanied with verified transfer deeds
5. Certificates Numbers
6. Distinctive Numbers of each Certificates
7. Quantity

Please circulate the above information amongst the members of the Exchange advising them not to deal in the Certificate(s) If the company does not receive any objection within \_\_\_\_\_(number of days)\_\_\_\_\_ days of the notice, Duplicate Certificates will be issued to the concerned.

Yours Sincerely,

**The Company Secretary**

Lahore Stock Exchange (Guarantee) Limited  
19, Khayaban-e-Aiwan-e-Iqbal  
Lahore.

Re : **Free-Float of Shares**

Dear Sir,

In accordance with the requirement of the Exchange, we provide the Free-Float of shares of our Company as on \_\_\_\_\_(date) hereunder:

Total Outstanding Shares		XXX
<b>Less:</b> Shares held by Directors/Sponsors	XXX	
Government Holdings as promoter/acquirer/controller	XXX	
Shares held by Associated Companies (Cross holdings)	XXX	
Shares held with general public in Physical Form	XXX	XXX
<b>Free-Float:</b>	_____	<b>XXX</b>
		_____

Total number of shares available in CDS \_\_\_\_\_

Total number of shares in physical form \_\_\_\_\_

Yours Sincerely,

Notes: 1. Under no circumstances, Free-Float of a scrip shall exceed its book entry shares, available in the Central Depository System.

2. Share holdings held by investors that would not, in the normal course come into the market for trading shall be treated as "Controlling / Strategic Holdings" and shall not be included in the Free-Float. The following categories shall be excluded in determination of Free-Float:

- Holdings by promoters / directors / acquirers which has control element
- Holdings by persons / bodies with "Controlling Interest"
- Government holding as promoter / acquirer
- Equity held by associated/group companies (cross-holdings)
- Shares that could not be sold in the open market, in normal course.

3. The companies are advised to send the above information through **UAN Fax number 042-111-441-441** followed by a hard copy of letter of confirmation immediately