



Balochistan Particle Board Limited

**Statement of Financial Position
as at August 04, 2021,
Receipts and Payments
Account for the period from
August 05, 2020 to August 04, 2021
alongwith Auditors' and Liquidator's
Reports thereon**



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Company Information

| | |
|--------------------------------|--|
| Name of the Company | Balochistan Particle Board Limited (Under Members' Voluntary Winding-up) |
| Board of Directors | Muslim R. Habib <i>Chairman</i> Syed Ali Niaz Akhtar Naqvi <i>Chief Executive</i> Ali Kamal Akhtar Zaman Khan Mehboob Ali Lilani Syed Shabbar Hasan Farida |
| Liquidator | Shaikh Mohammad Tanvir |
| Chief Financial Officer | Amir Bashir Ahmed |
| Company Secretary | Irfan Ghulam Muhammad |
| Registered Office | Imperial Court, 3rd Floor Dr. Ziauddin Ahmed Road Karachi-75530 Phone : (+92-21) 35680036 Fax : (+92-21) 35684086 www : bpbl.net |
| Bankers | Bank AL Habib Limited Habib Bank Limited |
| Auditors | Reanda Haroon Zakaria & Company Chartered Accountants |
| Share Registrar | THK Associates (Pvt.) Limited Plot No. 32-C, Jami Commercial Street-2, DHA, Phase VII, Karachi-75500, Pakistan. Phones : (+92-21) 111-000-322 Fax : (+92-21) 35310190 E-mail : sfc@thk.com.pk Website : www.thk.com.pk |



BALUCHISTAN PARTICLE BOARD LIMITED
Under Members' Voluntary Winding-up

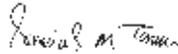
NOTICE OF THE ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of Balochistan Particle Board Limited (Under Members' Voluntary Winding-up) in accordance with the provisions of Section 358 of the Companies Act, 2017 will be held on Thursday, September 30, 2021 at 11:00 A.M. Due to current situation caused by COVID-19 pandemic, shareholders shall be entitled to attend the meeting through video conference facility managed by the Company as per the instructions given in the Note section.

Special Business

1. To receive, consider and approve the Audited Statement of Financial position as on August 4, 2021, Receipts and Payments account for the period from August 5, 2020 (date of commencement of winding up) to August 4, 2021 (close of first year) alongwith the Auditors' and Liquidator's reports thereon.

Copies of Statement of Financial position, Receipts and Payments account, the Auditors' and Liquidator's reports thereon and Statement under Section 134(3) are being sent to the members along with the copy of this notice.


Shaikh Mohammad Tanvir
Liquidator

Karachi: September 8, 2021

STATEMENT UNDER SECTION 134 (3) OF THE COMPANIES ACT, 2017

The statement is annexed to the Notice of the Annual General Meeting of the Company and sets out the material facts concerning the proposed Ordinary Resolution for consideration of audited statement of financial position and Receipts and Payments account together with Auditors' and Liquidator's reports thereon for winding up the affairs of the company. The Liquidator's report sets out the payments made, upto August 4, 2021 out of cash available after setting aside provision for liquidation expenses. Complete details of which are contained in the aforesaid statements being submitted along with this notice to the shareholders.

None of the Directors or their spouses / related party are interested in any special business of whatsoever except as shareholder(s) / lender.

Note:

Participation in the Annual General Meeting via Video Conference Facility

Due to current COVID-19 situation in the country, participation in the Annual General Meeting proceedings is arranged through video conference facility. Shareholders who are willing to participate in the meeting through video conference facility are requested to share following information at agm@bpbl.net for their confirmation and proxy's verification at least 48 hours before the time of the meeting.

| Name of Shareholder | CNIC No. | Folio No. | Cell. No. | Email Address |
|---------------------|----------|-----------|-----------|---------------|
| | | | | |

Video conference link details and login credentials will be shared with those Shareholders whose email containing all the particulars and received at least 48 hours before the time of the meeting. Shareholders can also provide their comments and questions for the agenda items of the AGM on agm@bpbl.net at least 48 hours before the meeting.



**REPORT OF THE LIQUIDATOR TO THE MEMBERS UNDER
SECTION 358(1)(b) OF THE COMPANIES ACT 2017 ON CLOSE OF
FIRST YEAR AFTER THE COMMENCEMENT OF WINDING-UP**

The undersigned was appointed as Liquidator of the Company upon passing the special resolution by the Company on August 5, 2020. After taking charge as liquidator, the following steps have been taken:

1. Details and documentation of all the assets and liabilities of the Company were ascertained, reviewed and taken into possession.
2. The preliminary report was submitted to the Securities and Exchange Commission of Pakistan (SECP) under section 321 of the Companies Act 2017 on September 7, 2020.
3. Since the land of the Company was encumbered for the purposes of arranging bank guarantees earlier required by the Company, it was necessary to get the bank guarantees released so that the property of the Company could be sold free of any charge. The bank guarantees placed with the Excise Department, Govt of Sindh were released on Oct 7, 2020 and were returned to the bank for cancellation. For the purpose, the charges registered were also vacated from the office of the SECP on Nov 10, 2020.
4. Subsequent to the vacation, advertisements were published in newspapers on November 8, 2020 being the "Invitation to offer" in the local newspapers in relation to Sale of Freehold Land, Building and Inactive Urea Formaldehyde plant having capacity of 4,000 MT alongwith stores and spares situated at Mauza Beerot, Tehsil Hub, District Lasbella, Balochistan. In this respect, the bids so received were assessed and thereafter, the agreement to sell was concluded with Messers Shujaat Sherwani and Faisal Abbas being the highest bidder of Rs. 301,075,000 (Rupees Three hundred one million and seventy five thousands only). The proceeds of sale were received in accordance with the agreed schedule and upon receipt were immediately placed in Term Deposits with the Bank in order to fetch competitive and secured returns under the prevailing short term placement arrangement. Upon receipt of all the agreed payments from the buyers, the property title was transferred and necessary documents were executed accordingly.



5. In order to conclude the winding up proceedings, the next important step was to proceed to make payment to shareholders. In carrying out the distribution of funds to the members / shareholders of the Company, due communications were carried out with the Central Depository Company of Pakistan, Pakistan Stock Exchange, the Shares Registrar M/s. THK Associates (Pvt.) Limited, and, the Auditors of the Company M/s. Reanda Haroon Zakaria & Company, Chartered Accountants. All efforts were made to comply with the requirements, which were concluded with the cooperation of all related concerned officials.
6. The major creditor of the Company was Karachi Mercantile Company (Pvt.) Limited, a related party who had provided interest free loan to meet company's liquidity requirements. The same was repaid on July 29, 2021.
7. The Company's income tax returns for the years ended on June 30, 2020 and June 30, 2021 were duly filed. The Company's tax liability on its income for the above years was calculated in accordance with the provisions of the Income Tax Ordinance, 2001 and due taxes were deposited alongwith the returns of income. The tax liability on Company's taxable income (which represents only bank profits) for the period subsequent to July 1, 2021 has been duly worked out and deposited into the Government treasury.
8. The voluntary winding up of the Company could not be completed within a specified period of one year as provided under section 372(5) of the Companies Act 2017 which necessitated to seek extension from the Honourable High Court of Sindh. The Honourable Court was pleased to grant an extension of sixty days expiring on October 3, 2021 vide its order dated August 2, 2021.
9. During the period of members' voluntary winding up, the recurring expenses and the expenses to carry out the winding up process have been incurred and the same have been duly reflected in the receipts and payments account. After meeting all the expenses and agreed remuneration of the undersigned, the remaining gross amount stands to the credit of all the shareholders of the Company works out to Rs. 280,200,000 (Rupees Two hundred eighty million and two hundred thousand only) (i.e. Rs. 46.70 per ordinary share of Rs. 5 each



including repayment of capital of Rs. 5 each). The amount has been disbursed to all the shareholders whose complete particulars were available on record, whether in physical form or in book entry system in accordance with their shareholding confirmation received from the CDC, Share Registrar by the Share department of the Company. Upto August 4, 2021 gross amount of Rs. 185,268,595 (Rupees One hundred eighty five million two hundred sixty eight thousand and five hundred ninety five only) has been paid to the shareholders whose complete information was made available to the Company. As regard to the total payment, Upto September 7, 2021, three hundred and seven (307) shareholders holding 5,324,472 shares have been paid gross amount of Rs. 248,652,842 (Two hundred forty eight million six hundred fifty two thousand and eight hundred and forty two only) representing 88.74%.

10. The Company published notices in the Daily Business Recorder and Daily Nawai Waqt on June 23, 2021, June 30, 2021, July 29, 2021 and August 4, 2021 to provide opportunity to those shareholders where the Company was not in possession of the complete information, requesting the shareholders to contact the Company for making compliances and receive the amounts due to them. As a result, payments were also made to those who approached the Company subsequently and furnished the required details / documents. Unclaimed funds and dividends have, however, to be deposited with the State Bank of Pakistan under the head "Deposit of unclaimed Dividend and undistributed Assets under the Companies Liquidation Account" under section 417 of the Companies Act 2017 so that they can claim their amounts at a later date. Details of all these payments are to be forwarded to SECP as required for record keeping purposes.

Company's Statutory Auditors M/s Reanda Haroon Zakaria & Company Chartered Accountants has duly audited the statement of financial position and receipts and payments account and copy of the same along with the auditors' report is annexed hereto and form part of this report.

Lastly, I highly appreciate the assistance and cooperation extended by the company's employees, legal counsel, executives and the Board of Directors for concluding the winding up process successfully.

Shaikh Mohammad Tanvir
Liquidator

September 7, 2021



**INDEPENDENT AUDITORS' REPORT
TO THE MEMBERS OF BALOCHISTAN PARTICLE BOARD LIMITED**

Opinion

We have audited the annexed statement of Financial Position as at August 4, 2021 and Receipts and Payments for the period from August 5, 2020 to August 4, 2021 along with notes thereon of Balochistan Particle Board Limited (the Company).

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as at August 04, 2021, and its Receipts and Payments for the period stated above in accordance with Section- 358 of Companies Act 2017.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing ISA-800, "Special Considerations-Audit of Financial Statements Prepared in Accordance with Special Purpose Frameworks". Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Key Audit Matters

Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.



| S.No | Key audit matter(s) | How the matter was addressed in our audit |
|-------------|--|---|
| 1 | Receipts and Payments in accordance with Section-358 of Companies Act, 2017. | Our Key audit procedure with respect to receipts and payments included: 1) Performed Test of details on all receipts and payment transactions, 2) Traced all the transaction from bank statements to ledgers accounts, 3) Reviewed sale agreement of properties. |

Responsibilities of Liquidator for the Financial Statements

Liquidator is responsible for the preparation and fair presentation of the financial statements in accordance with the winding up provisions of Companies Act 2017 and for such internal control as liquidator determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors’ Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors’ report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with International Standards on Auditing (ISAs) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the annexed statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company internal control.
- Evaluate the reasonableness of accounting estimates and related disclosures made by liquidator.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with liquidator regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide liquidator with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with liquidator, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditors' report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

The engagement partner on the audit resulting in this independent auditors' report is **Farhan Ahmed Memon**.

Reanda Haroon Zakaria

Reanda Haroon Zakaria & Company
Chartered Accountants

Place: Karachi

Dated: September 7, 2021



BALUCHISTAN PARTICLE BOARD LIMITED
(COMPANY UNDER MEMBERS' VOLUNTARY WINDING UP)
STATEMENT OF FINANCIAL POSITION
AS AT AUGUST 04, 2021

| | (Rupees) |
|--|----------------------|
| ASSETS | |
| Profit accrued on bank deposit | 402,410 |
| Cash at banks | 105,299,671 |
| Total Assets | <u>105,702,081</u> |
| EQUITY AND LIABILITIES | |
| Share Capital | |
| Authorised Capital | |
| 10,000,000 ordinary shares of Rs. 5 each | <u>50,000,000</u> |
| Equity | |
| Share Capital (6,000,000 ordinary shares of Rs.5 each) | 30,000,000 |
| Accumulated Profit | 250,200,000 |
| Total amount payable to share holders | 280,200,000 |
| Less: Paid upto reporting date | |
| Out of share capital | (22,654,285) |
| Out of Accumulated profit | (162,614,310) |
| | <u>(185,268,595)</u> |
| | 94,931,405 |
| Liabilities | |
| Accrued Expenses | 7,908,182 |
| Unclaimed dividend | 318,738 |
| Provision for taxation - net | 2,543,756 |
| | <u>10,770,676</u> |
| Total Equity and Liabilities | <u>105,702,081</u> |

Shaikh Mohammad Tanvir

Shaikh Mohammad Tanvir
Liquidator



Liquidator's Statement of Account for the period from August 5, 2020 to August 4, 2021 under Members' Voluntary Winding up Pursuant to section 358

1 Name of the Company : Balochistan Particle Board Limited
 2 Nature of proceeding : Members' Voluntary winding up
 3 Date of commencement of the winding up : August 5, 2020
 4 Name : Shaikh Mohammad Tanvir
 5 Address of Liquidator : Suite # 1601, Kashif Centre
 Shahrah-e-Faisal Karachi.

Statement showing receipts and payments during the period from August 5, 2020 (date of commencement of winding up) to August 4, 2021 (close of first year).

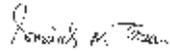
| Receipts | | |
|---|--------------------------------|-------------------------------|
| | Estimated Value Rs. | Value Realized Rs. |
| Assets: | | |
| Cash at Bank | 1,556,896 | 1,556,896 |
| Cash in hand | - | - |
| Marketable Securities | Nil | Nil |
| Rent Income | Nil | Nil |
| Trade Debtors | Nil | Nil |
| Security Deposit | 125,000 | - |
| Rent Receivable | 177,100 | 177,100 |
| Tender Information Fee | Nil | Nil |
| Sale of : | | |
| Land | 145,045,120 | 293,225,000 |
| Building | 7,737,880 | 6,500,000 |
| Plant and Equipment | 2,400,000 | 1,100,000 |
| Stores and Spares | 500,000 | 250,000 |
| | 155,683,000 | 301,075,000 |
| Patents, Trade Marks, etc. | Nil | Nil |
| Investments other than Marketable, Securities | Nil | Nil |
| Surplus from Securities | Nil | Nil |
| Unpaid class a commencement of winding up | Nil | Nil |
| Amount received from calls on Contributories | Nil | Nil |
| Amount received from calls on contributories made in the winding up | Nil | Nil |
| Other property | Nil | Nil |
| Payments to redeem securities | Nil | Nil |
| Costs of execution | Nil | Nil |
| Payments per trading account | Nil | Nil |
| Others | | |
| Rent Income | - | 657,453 |
| Profit on Term Deposits / Treasury Call | - | 6,729,629 |
| Loan from Related Party Karachi Mercantile Co. (Pvt.) Limited | - | 25,000 |
| Tender Information Fee | - | 30,000 |
| | | 310,251,078 |



| Payments | |
|--|------------------------------|
| | Payment Value Rs. |
| Salaries and allowances | 245,000 |
| Security Expenses | 369,600 |
| Rates and taxes | 98,201 |
| Repair and maintenance | 97,202 |
| Incidental Outlays (establishment charges and other) | Nil |
| Cost of advertisement and notice in Gazette and newspaper | 509,167 |
| Communication, printing and stationery | 18,781 |
| Audit, Review & Certification | 216,000 |
| Out of Pocket Expenses | - |
| | 216,000 |
| Fees, subscription and other expenses | 548,572 |
| Bank and Guarantee Commission Charges | 134,666 |
| Liquidators remuneration | - |
| Expenses of Liquidation including Legal Expenses of Rs. 465,000 | 907,686 |
| Auctioneers and value charges | Nil |
| Income Tax for the year ended June 30, 2020 | 193,020 |
| Tax paid during the period | 1,202,917 |
| | 1,395,937 |
| Cost of possession and maintenance of estate | Nil |
| Total costs and charges | 4,540,812 |
| (i) Debenture holders Payments | Nil |
| (ii) Creditors payments | Nil |
| Refund of Deposits to Tenant | 417,000 |
| Refund of Loan - Karachi Mercantile Co. (Pvt.) Ltd. | 14,725,000 |
| (iii) Return to Contributories / Share holders Paid to Shareholders @ Rs.46.70 Per Share net of tax and zakat | 185,268,595 |
| Cash at Bank * | 105,299,671 |
| | 310,251,078 |

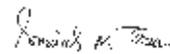
* This amount has been retained to make payment to remaining share holders against expenses accrued, income tax payable, unclaimed dividend net of income accrued on bank deposit.

Dated: September 7, 2021


Shaikh Mohammad Tanvir
Liquidator

Declare that the above statement is true and contains full and accurate account of the winding up from the date of commencement of winding up to the close of the first year.

Dated: September 7, 2021


Shaikh Mohammad Tanvir
Liquidator



**BALUCHISTAN PARTICLE BOARD LIMITED
(UNDER MEMBERS' VOLUNTARY WINDING UP)
NOTES TO THE STATEMENT OF FINANCIAL POSITION AND
RECEIPTS & PAYMENTS FOR THE PERIOD OF TWELVE MONTHS
FROM AUGUST 05, 2020 TO AUGUST 04, 2021**

1. THE COMPANY AND ITS OPERATION

- 1.1** Balochistan Particle Board Limited (Company under Members' Voluntary Winding up) is a public limited Company incorporated in Pakistan, with shares quoted on the Pakistan Stock Exchange. Company is in the process of members' voluntary winding up accordingly trading in the shares of Company was suspended w.e.f. 26th August, 2020.

The registered office of the Company is situated at Imperial Court, 3rd Floor, Dr. Ziauddin Ahmed Road, Karachi.

2. BASIS OF PREPARATION

2.1 Statement of Compliance

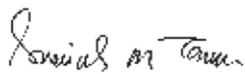
Statements of Financial Positions and Receipts & Payments have been prepared by the Liquidator of the Company in accordance with the requirements of Section-358 of Companies Act, 2017.

2.2 Functional Currency

These financial statements are presented in Pakistani rupees which is the functional currency of the company. Figures are rounded off to the nearest rupee.

3. DATE OF AUTHORIZATION FOR ISSUE

These financial statements were authorized for issue on September 7, 2021, by the Liquidator of the Company.


Shaikh Mohammad Tanvir
Liquidator



Form of Proxy

The Company Secretary
Balochistan Particle Board Limited
Imperial Court, 3rd Floor
Dr. Ziauddin Ahmed Road
KARACHI – 75530

I/Weof.....
a member(s) of BALOCHISTAN PARTICLE BOARD LIMITED and holding.....
ordinary shares, as per Folio No. and /or CDC Participant's
I.D. Numbers.....
and Account / Sub-Account No.
hereby appointof.....
or failing him.....of.....
another member of the Company to vote for me / us and on my / our behalf at the Annual General Meeting of the Company to be held on Thursday, September 30, 2021 and at any adjournment thereof.

As witness my / our hand this.....day of.....2021

Rs. Five
Revenue
Stamp

.....
SIGNATURE OF MEMBER(S)

1. Witness Signature: _____ 2. Witness Signature: _____
Name: _____ Name: _____
Address: _____ Address: _____
CNIC/Passport No: _____ CNIC/Passport No: _____

A member entitled to attend and vote at this meeting is entitled to appoint another member of the Company as a proxy to attend and vote on his / her behalf.

Any individual beneficial owner of CDC, entitled to attend and vote at this meeting must bring his / her National Identity Card, Account and Participant's ID Numbers to prove his / her identity, and in case of proxy, must enclose attested copies of his / her National Identity Card, Account and Participant's ID Numbers. Representatives of corporate members should bring the usual documents as required for such purpose.

The instrument appointing a proxy should be signed by the member or by his attorney duly authorised in writing. If the member is a corporation its common seal (if any) should be affixed to the instrument.

The instrument appointing a proxy, together with the power of attorney (if any) under which it is signed or a notarially certified copy thereof, should be deposited at the registered office of the Company at least 48 hours before the time of the meeting.



پراکسی فارم

کمپنی سیکریٹری

بلوچستان پارٹیکل بورڈ لمیٹڈ

ایمپیریل کورٹ، تیسری منزل،

ڈاکٹر ضیاء الدین روڈ، کراچی۔ ۷۵۵۳۰

میں / ہم

ساکن

میں بحیثیت ممبر بلوچستان پارٹیکل بورڈ لمیٹڈ

عام شیئرز جن کے شیئرز رجسٹر فوئیو نمبر _____ اور ایسی ڈی سی یا ریٹینیشن آئی ڈی نمبر _____

اور ڈبلیو اے ڈی نمبر _____ بذریعہ ہذا

ساکن

اور اگر ان کے لئے ممکن نہ ہو تو _____ ساکن

کو بطور اپنا/ہمارا پراکسی مقرر کرتا کرتی ہوں تاکہ وہ بروز جمعرات مورخہ 30 ستمبر 2021 کو منعقد کئے جانے والے کمپنی کے سالانہ اجلاس عام میں میری/ہماری جگہ ووٹ دے سکیں۔

ممبر کے دستخط

دستخط
مبلغ ۵ روپے
کے ڈاک ٹکٹ

دستخط _____ مورخہ _____

گواہان:

دستخط _____

نام _____

پتہ _____

شناختی کارڈ نمبر _____

پاسپورٹ نمبر _____

نوٹ:

- ۱) ہر وہ ممبر جسے اجلاس ہڈہ میں شرکت کرنے اور ووٹ دینے کا حق حاصل ہے، اپنے بجائے کسی دوسرے ممبر کو شرکت کرنے اور ووٹ دینے کے لئے پراکسی مقرر کر سکتا کرتی ہے۔
- ۲) ہری ڈی سی یا بی بی ٹیٹل اور جو اجلاس ہڈہ میں شرکت کرنے اور ووٹ دینے کا حق رکھتا ہے، اپنے ساتھ کمپیوٹرائزڈ شناختی کارڈ (CNIC) اور پارٹیشن آئی ڈی اور سی ڈی سی اکاؤنٹ نمبر اپنی شناخت کو ثابت کرنے کے لئے ہمراہ لائیں۔ پراکسی کے تقرر کی صورت میں مندرجہ بالا دستاویزات کی مصدقہ نقل منسلک کریں۔ کارپوریٹ ادارے کے نمائندگان ایسے دستاویزات ہمراہ لائیں جو اس مقصد کے لئے درکار ہوتی ہیں۔
- ۳) پراکسی فارم پر ممبر یا اس کے تحریری طور پر یا اختیار مجاز کے دستخط لازمی ہیں۔ اگر ممبر کارپوریٹیشن ہے تو پراکسی فارم پر کارپوریٹیشن کی مہر (اگر کوئی ہے) ثبت کرنا لازمی ہے۔
- ۴) پراکسی فارم بشمول پاور آف اٹارنی (اگر کوئی ہے) جس کے تحت فارم دستخط کیا گیا ہے یا اس کی مصدقہ نقل کمپنی کے رجسٹرڈ آفس میں اجلاس سے ۲۸ گھنٹے قبل جمع کرنا لازمی ہے۔