



BIAFO INDUSTRIES LIMITED

Procedure for E-Voting and Postal Ballot

In continuation to the Notice of 35th Annual General Meeting of Biafo Industries Limited ("the Company") Published on September 26 2023 and in accordance with the Companies (Postal Ballot) Regulation, 2018 ("the Regulations"), the right to vote through electronic voting facility ("E-Voting") and voting by Post ("Postal Ballot") shall be provided to members of the Company for Special Business in the manner and subject to the conditions contained in the said Regulations.

As the Agenda Item No.5 of the forthcoming Annual General Meeting scheduled on October 25, 2023 at 11:00am at Kehkashan Hall, Islamabad Hotel, G-6, Civic Centre, Melody Market, Islamabad, circulated through Notice of AGM are special businesses for which the facility of e-voting or Postal Ballot is arranged for the members through M/s. Digital Custodian Company Ltd, Balloter and E-Service Provider.

Through this communication, we hereby intimate Members the following procedure for exercising e-Voting or Postal Ballot options, alternatively.

Procedure for E-Voting:

- a. Details of e-voting facility will be shared through e-mail with those members of the Company who have their valid CNIC number, cell numbers and e-mail addresses available in the Register of Member of the Company by the close of business on October 16, 2023.
- b. The web address, login details and password will be communicated to members via email and the security codes will be communicated to members through SMS from the webportal of e-Voting Service Provider.
- c. Identity of the Members intending to cast vote through e-voting shall be authenticated through electronic signature or authentication for login.
- d. Members shall cast their vote for Agenda Items No.5 online at any time from October 22, 2023 09:00 a.m. to October 24, 2023 till 05:00p.m.
- e. Once the vote on the special resolutions is casted by a Member, he/she shall not be allowed to change it subsequently.

Procedure for Voting through Postal Ballot:

- a. Members may alternatively opt for voting through postal ballot, which has been made available; (i) as attachment to this notification and (ii) on the Company's website <https://www.biafo.com>
- b. For Agenda Items No.5, the members shall ensure that the duly filled and signed ballot paper, along with a copy of legible Computerized National Identity Card (CNIC) and/or Board Resolution should reach the Chairman through post at the Company's registered office i.e. 1st Floor, Biafo House, Plot # 23, Street No. 38-40, I&T Centre, G-10/4, Islamabad, one day before the date of AGM i.e. October 24, 2023 during working hours.
- c. The members may also email the scanned copy of duly filled and signed ballot paper along with legible copy of CNIC and/or Board Resolution at management@biafo.com as per time line given above.
- d. The signature on the Ballot Paper should match with signature on the CNIC.
- e. In case of foreign members and representatives of a body corporate, corporation and Federal Government, acceptability of other identification documents in lieu of CNIC should be approved by the Board of the Body Corporate/ Company.
- f. Incomplete, unsigned, incorrect, defaced, torn, mutilated, overwritten ballot papers will be rejected.

Please note that in case of any dispute in voting including the casting of more than one vote, the Chairman shall be the deciding authority.

Date: October 17, 2023

**Khawaja Shaiq Tanveer
Company Secretary**



BIAFO INDUSTRIES LIMITED

Registered Office Address: 1st Floor, Biafo House,
Plot # 23, Street No. 38-40, I&T Centre, G-10/4, Islamabad

Website: www.biafo.com

Ballot Paper for voting through post for poll to be held on Wednesday, October 25, 2023 at 11:00 AM at Kehkashan Hall, Islamabad Hotel, G-6, Civic Centre, Melody Market, Islamabad,

Contact details of Chairman, where Ballot Paper may be sent:

Business address: The Chairman, Biafo Industries Limited, 1st Floor, Biafo House, Plot # 23, Street No. 38-40, I&T Centre, G-10/4, Islamabad

Attention: Company Secretary

Designated email address: management@biafo.com

Name of Shareholder/Joint Shareholders	
Registered Address	
Folio No. / CDC Participant Id / Investor Id with Sub-Account No.	
Number of Shares Held	
CNIC, NICOP / Passport No. (In case of foreigner) Copy to be attached	
Additional Information and Enclosures (In case of representative of body corporate, corporation and Federal Government)	
CNIC, NICOP / Passport No. (In case of foreigner) of Authorized Signatory (Copy to be attached)	

I/we hereby exercise my/our vote in respect of the following resolutions through Postal Ballot by conveying my/our assent or dissent to the following resolution(s) by placing tick (✓) mark in the appropriate box below (delete as appropriate).

Sr. #	Nature and description of Resolution	No. of Ordinary Shares for which votes cast	I/We assent to the Resolutions (For)	I/We dissent to the Resolutions (Against)
1	<p>AGENDA ITEM # 5</p> <p>“RESOLVED that the authorized share capital of the Company be and is hereby increased from Rs.600,000,000 divided into 60,000,000 ordinary shares of Rs.10 each to Rs.1,500,000,000 divided into 150,000,000 ordinary shares of Rs. 10 each, by creation of 90,000,000 additional ordinary shares at nominal value of Rs. 10 each to rank paripassu in every respect with the existing ordinary shares of the Company.</p> <p>FURTHER RESOLVED that the Memorandum and Articles of Association of the Company be and are here by altered for increase in authorized share capital to read as follows:</p> <ul style="list-style-type: none"> - Clause IV of Memorandum of Association“ The authorized capital of the Company is Rs. 1,500,000,000 divided into 150,000,000 ordinary shares of Rs.10 each.” - Article 3 of Articles of Association “The authorized capital of the Company is Rs. 1,500,000,000 divided into150,000,000 ordinary shares of Rs.10 each.” <p>FURTHER RESOLVED that Chief Executive Officer or Company Secretary be and are hereby authorized to do all acts, deeds and things, take any or all necessary actions to complete all legal formalities and file all necessary documents as may be necessary or incidental for the purpose of implementation of the afore said resolution.</p>			

Signature of Shareholder(s)

Place: _____

Date: _____

NOTES / PROCEDURE FOR SUBMISSION OF BALLOT PAPER:

Duly filed and signed original Ballot Paper should be sent to The Chairman, (Attention Company Secretary) Biafo Industries Limited at 1st Floor, Biafo House, Plot # 23, Street No. 38-40, I&T Centre, G-10/4, Islamabad

1. Duly filled-in and signed original postal ballot sent to Business address as above, or a scanned copy of the original Ballot Paper to be emailed at: management@biafo.com
2. Copy of CNIC / Passport (in case of foreigner) should be enclosed with the Ballot Paper.
3. Ballot Paper should reach Chairman of the meeting on or before October 24, 2023 during working hours. Any Ballot Paper received after this date, will not be considered for voting.
4. Signature on Ballot Paper should be match the signature on CNIC/ Passport (in case of foreigner).
5. Incomplete, unsigned, in correct, defaced, torn, mutilated, over written Ballot Papers will be rejected.
6. In case of corporate entity, Ballot Paper must be accompanied by the Board of Directors' resolution / power of attorney with specimen signature and copy of CNIC of the nominee etc. in accordance with Section(s) 138 or 139 of the Companies Act, 2017, as applicable. In case of foreign body corporate, all documents must be attested by the Embassy of Pakistan.
7. Ballot Paper has also been placed on the website of the Company **www.biafo.com**. Members may download the Ballot Paper the website or use original/photocopy published in newspapers.