

SHABBIR TILES AND CERAMICS LIMITED BALLOT PAPER

Ballot Paper for poll / voting through post for the Special Business at the 45th Annual General Meeting of Shabbir Tiles and Ceramics Limited to be held on Monday, October 23, 2023 at 10:30 am at Institute of Chartered Accountants of Pakistan (ICAP), Chartered Accountants Avenue, Block-8, Clifton, (Near Three Swords), Karachi.

Folio / CDS Account Number	
Name of Shareholder / Proxy Holder	
Registered Address	
Number of Shares Held	
CNIC / 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)	
Name of Authorized Signatory	
CNIC / Passport No. (in case of foreigner) (copy to be attached)	

Item No. 3 of the Notice of Annual General Meeting

To consider and if thought fit, to pass the following resolution as an ordinary resolution to enable the company to circulate the Annual Audited Financial Statements, to the members of the Company through QR enabled code and weblink, as required by the Securities and Exchange Commission of Pakistan ("SECP") vide its notification SRO 389(1)/2023 dated March 21, 2023 instead of circulating the same through CD/DVD/USB.

RESOLUTION

"RESOLVED THAT the Company be and is hereby authorized to circulate its Annual Audited Financial Statements, to the members of the Company through QR enabled code and weblink in accordance with S.R.O. 389(1)/2023 dated March 21, 2023 issued by the SECP.

FURTHER RESOLVED THAT the Chief Executive Officer or Company Secretary of the Company be and hereby singly authorized to do all acts, deeds and things, take or cause to be taken all necessary actions to comply with all legal formalities and requirements and file necessary documents as may be necessary or incidental for the purpose of implementing this resolution."

INSTRUCTIONS FOR POLL

1. Please indicate your Vote by ticking (✓) the relevant box.

2. In case if both the boxes are marked as (✓), your poll shall be treated as "Rejected".

I / we hereby exercise my / our vote in respect of the above resolution through ballot by conveying my / our assent or dissent to the resolution by placing tick (✓) mark in the appropriate box below.

Resolution	I / We assent the Resolution (FOR)	I / We assent the Resolution (AGAINST)
Resolution for Agenda No. 3		

Procedure for E-Voting and Postal Ballot

Pursuant to the Companies (Postal Ballot) Regulations, 2018 and its amendments notified vide SRO 2192(1)/2022 dated December 5, 2022, members will be allowed to exercise their right to vote for the special business in the AGM, in accordance with the conditions mentioned in the aforesaid regulations. The Company shall provide its members with the following options for voting.

(I) E-voting Procedure

- a) Members who intend to exercise their right of vote through e-voting shall send an email with subject "E-voting Request" at corporate@stile.com.pk and provide their CNIC number, Cell numbers and email address on or before October 17, 2023. Details of the e-voting facility will be shared through an email with the members.
- b) The web address, login details, and password, will be communicated to members via email. The security codes will be communicated to members through SMS from the web portal of CDC Share Registrar Services Limited.
- c) Identity of the Members intending to cast vote through e-voting shall be authenticated through electronic signature of authentication for login.
- d) E-voting lines will start from October 17, 2023 at 9:30 a.m. and shall close on October 22, 2023 at 5:00 p.m. Members can cast their votes any time during this period. Once the vote on a resolution is cast by a Member, he / she shall not be allowed to change it subsequently.

(II) Postal Ballot

Members may alternatively opt for voting through postal ballot. The members shall ensure that duly filled and signed ballot paper, along with copy of Computerized National Identity Card (CNIC), should reach the Chairman of the meeting through post on the Company's registered address, Shabbir Tiles and Ceramics Limited, 15th Milestone, National Highway, Landhi, Karachi-75120 or email with subject "Voting through Postal Ballot" at corporate@stile.com.pk not later than one day before the AGM on October 21, 2023, during working hours. Postal Ballot Paper, shall be published in newspapers and will also be placed on the Company's website www.stile.com.pk at least seven (7) days before the meeting.

Postal Ballot Procedure:

1. Duly filled ballot paper should be sent to the Chairman at Shabbir Tiles and Ceramics Limited, 15th Milestone, National Highway, Landhi, Karachi-75120. Attention: Company Secretary, designated email address: corporate@stile.com.pk.
2. Copy of CNIC / Passport (in case of foreigner) should be enclosed with postal ballot form.
3. Ballot paper should reach the Chairman within business hours by or before October 21, 2023. Any postal ballot received after this date, will not be considered for voting.
4. Signature on ballot paper should match with signature on CNIC / Passport and with the Members of the Company.
5. Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written poll paper will be rejected.
6. In case of representative of a body corporate, corporation or Federal Government, the Ballot Paper Form must be accompanied by a copy of the CNIC of an authorized person, an Attested copy Of Board Resolution, Power of Attorney, Authorization Letter, etc. in accordance with Section(s) 138 or 139 of the Companies Act, 2017 as applicable. Ballot Paper Form has also been placed on the website of the Company at www.stile.com.pk.
7. **Members may download the Ballot Paper Form from the website or use an Original / Photocopy published in newspaper.**

Signature of Shareholder / Proxy holder
(in case of corporate entity, please affix Company/Stamp)

Date: _____