

**The Company Secretary,**  
Kohat Cement Company Limited,  
37-P, Gulberg II, Lahore.  
Tel: No. 042-35879160  
Email: [mis@kohatcement.com](mailto:mis@kohatcement.com)

Date: \_\_\_\_\_

**Request for Video Conference Facility to attend AGM**

Dear Sir,

I, \_\_\_\_\_ (Name) of \_\_\_\_\_  
(Father Name/ Representative from), bearing CNIC No. \_\_\_\_\_  
(copy enclosed), having cell no. \_\_\_\_\_ & e-mail address  
\_\_\_\_\_, being a member of Kohat Cement Company  
Limited, holder of \_\_\_\_\_ (No.) Ordinary Shares as per CDC Investor/Sub  
Account No. / Folio No. \_\_\_\_\_ hereby request the Company to provide  
video conference facility at \_\_\_\_\_ (City) to participate  
in the Annual General Meeting to be held on October 15, 2024.

\_\_\_\_\_  
**Signature of the member**

**Note:**

Shareholder(s) holding at least 10% of the total paid up share capital may demand the Company to provide the facility of video-link for participating in the annual general meeting. The demand for video-link facility shall be received by the Company Secretary at the head office of the Company, 37-P, Gulberg II, Lahore, at least seven (7) days prior to the date of the meeting.