

The Company Secretary,
Kohat Cement Company Limited,
37-P, Gulberg II, Lahore.
Tel: No. 042-35879160
Email: 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 Monday, October 16, 2023.

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.