

PROCEDURE FOR E-VOTING AND VOTING THROUGH BALLOT PAPER

In continuation to the **NOTICE OF EXTRAORDINARY GENERAL MEETING (EOGM)** of **MUGHAL IRON & STEEL INDUSTRIES LIMITED** (“the Company”) scheduled to be held on September 19, 2023 at 11:45 a.m at Avari Hotel, 87, Shahrah-e-Quaide-Azam, Lahore, published on August 26, 2023 and in accordance with the Companies (Postal Ballot) Regulations, 2018 (“the Regulations”), the right to vote through electronic voting facility (“E-voting”) and voting by post (“Ballot Paper”) is being provided to the members of the Company in respect of special businesses to be transacted at the EOGM which can be used alternately. M/s. Digital Custodian Company Limited has been appointed as E-voting service provider.

PROCEDURE FOR E-VOTING:

1. The web address, login details and password will be communicated to members via email and the security codes will be communicated to members through Email/SMS from the web portal of E-voting Service Provider. These details will be shared with those members whose names will appear in the Register of Member of the Company by the close of business on September 11, 2023.
2. Identity of the Members intending to cast vote through E-voting shall be authenticated through electronic signature or authentication for login.
3. Members shall cast their vote for Agenda Items No.1, 2, 3, and 4 online at any time from September 15, 2023, 09:00 a.m. to September 18, 2023 till 05:00 p.m.
4. Once the vote has been casted by a Member, he/she shall not be allowed to change it subsequently.

PROCEDURE FOR VOTING THROUGH BALLOT PAPER:

1. Duly filled and signed original Ballot Paper should be sent to the Chairman, Mr. Mirza Javed Iqbal, (Attention Company Secretary) Mughal Iron & Steel Industries Limited at 31-A, Shadman – 1, Lahore or a scanned copy of the original Ballot Paper to be emailed at: Chairman@mughalsteel.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 September 18, 2023 during working hours. Any Ballot Paper received after this date, will not be considered for voting.
4. Signature on Ballot Paper should match with the signature on CNIC/Passport (in case of foreigner).
5. Incomplete, unsigned, incorrect, defaced, torn, mutilated, overwritten 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.mughalsteel.com. Members may download the Ballot Paper from the website or use the original/photocopy published in the newspapers.

INFORMATION ABOUT SCRUTINIZER

M/s. Riaz Ahmad & Co. Chartered Accountants, have been appointed as scrutinizers as required under the Companies (Postal Ballot) Regulations, 2018, in respect of Agenda No. 3 to be transacted at the forthcoming EOGM, in order to observe the satisfactory procedures of the voting process including adequate precautionary measures are ensured and reported as mentioned under regulation 11A. They have relevant experience and are one of the renowned firms in Pakistan, providing professional services in audit and assurance, accounting, tax and advisory to various listed and unlisted companies across Pakistan.

For **MUGHAL IRON & STEEL INDUSTRIES LIMITED**

S/d

MUHAMMAD FAHAD HAFEZ
(Company Secretary)