



April 29, 2021

Dear Shareholder,

DYNEA PAKISTAN LIMITED - Notice Requiring Conversion of Physical Shares into Book-Entry-Form

In accordance with the provisions of Section 72 of the Companies Act, 2017 and subsequent directive received from the Securities & Exchange Commission of Pakistan on the subject, the Company hereby requests you to Convert Physical Shares available with you into Book-Entry-Form through Investor Accounts Services of Central Depository Company or any Participant/TRE Certificate-holder of the Pakistan Stock Exchange Limited.

Please be informed that holding shares in Book-Entry-Form has a number of benefits not only for you and the Company but also for the capital market as well. Procedure for conversion of your physical shares into Book-Entry-Form is given at the reverse of this Notice for your reference.

Electronic Credit Bank Mandate (Mandatory under the Companies Act, 2017)

Further, in accordance with the provisions of Section 242 of the Companies Act, 2017, it is mandatory for a listed company to pay cash dividend to its shareholders only through electronic mode by remitting directly into the bank account designated by the entitled shareholders ("the Bank Account"). Therefore shareholders are required to fill out and submit the below Electronic Credit Mandate Form below to the Registrar.

If you have already provided your International Bank Account Number, please check its accuracy by reference to particulars noted below. In case of any error or where bank account already recorded is not comprised of exactly 24 digits, then please complete the form below and send it to the Registrar M/s FAMCO Associates (Pvt.) Limited, at address noted above alongwith a copy of your valid CNIC for recording in Members Register.

Bank details (if recorded):

NOT AVAILABLE

Yours faithfully,

Company Secretary

**SHAREHOLDERS'S SECTION: ELECTRONIC CREDIT MANDATE FORM
DYNEA PAKISTAN LIMITED**

I hereby communicate to receive my future dividends directly in my Bank Account as per detailed below:

Name of Shareholder	
Folio No.	
CNIC No/Passport No./NTN No.	
Mobile No. of Shareholder	
Landline No. of Shareholder	
Email Address of Shareholder	
Title of Bank Account (Must be match with name of Principal shareholder)	
International Bank Account Number (IBAN) - (24 digits)	P K
Name of Bank	
Bank branch name & mailing address	

It is stated that the above particulars given by me are correct and to the best of my knowledge; I shall keep the Company informed in case of any changes in the said particulars in future.

Notes and Instructions: IBAN AND ZAKAT AFFIDAVIT

1. Please provide complete International Bank Account Number [IBAN] (having 24 digits & beginning with PK), after checking with your concerned branch to enable electronic credit directly into your bank account.
2. Please note that the dividend will be with-held till a valid CNIC/NTN No. and IBAN has been provided.
3. The payment of cash dividend will be processed based on the Bank Account number alone. The Company is entitled to rely on the Account number as per your instructions. The Company shall not be responsible for any loss, damage, liability or claim arising, directly or indirectly, from any error, delay, or failure in performance of any of its obligations hereunder which is caused by incorrect payment instructions and /or due to any event beyond the control of the Company.
4. If you wish to claim exemption from deduction of Zakat, kindly submit Zakat Declarations on duly filled in 'CZ-50 Form' on non-judicial stamp paper of Rs.50/-.

Procedure for conversion of your physical shares into Book-Entry-Form

- Shareholder must open an account in CDS with any CDC Participant (Stock Broker) or with CDC Investors Account Services (IAS).
- CDC Participant (Stock Broker) or CDC IAS Deposit Section initiates deposit request in CDS, on behalf of shareholder, after receiving original share certificates and verified transfer deeds and signed Security Deposit Form from the account holder.
- CDC Participant (Stock Broker) or CDC IAS Deposit Section sends physical share certificate, verified transfer deed, Security Deposit Form and CDS deposit request printout (obtained after initiating deposit request in CDS) to respective Share Registrar.
- For deposit, transfer duty is to be affixed on the reverse of transfer deed in form of share transfer stamps. Transfer duty is to be affixed @ 0.15 % of the face value of shares.
- Share Registrar after verifying the documents gives approval of deposit in CDS within 10 days.