

#### **EDITORIAL**



Shumaila Hameed
Editor
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# GREETINGS KEYNOTE READERS!

I am truly enthused to share my thoughts before you go through the pages of this edition. Keynote's special edition has been dedicated to the acts of kindness. Taking responsibility for the right actions and caring for the betterment of society has been one of our goals. Such initiatives taken up on a Corporate level give a real boost when we see many volunteer hands join together to serve a noble cause. Hence, together we are to share the smiles while exhibiting great care for the future generation.

In this specific edition; readers will observe the keen involvement of HTL Management by keeping Corporate Social Responsibility as one of the key strategic areas. Care for greener environment,

donating blood for the victims of rare diseases, donating wheel chairs, cleaning the beach areas while exhibiting strong commitment to contribute for the health & hygiene standards of the children at Ilmgah are just a few examples of many initiatives reported in this edition. A notable contribution by the people of MAS Group has been to volunteer for the coaching & mentoring of grown up students at the foundation schools nationwide to help them groom their future aspirations and to develop their self confidence. A special thanks to all the volunteers who have been managing time for work as well as such great initiatives; as their contributions have been remarkable to make it happen. The collection of joyful moments and personal experiences has been exhibited to ignite inspiration within the readers.

I am quite hopeful that this edition will gather keen attention of the readers and we will be able to collect inspirational ideas for future initiatives for sharing smiles on many faces. So don't forget to give your feedback and share creative ideas with the editorial team through e-mail. As your interest for the volunteer cause is equally important to us.

Shumaila Hameed

## EDITORIAL TEAM



Rizwan Ur Rehman Design Director



Shafaq Masood
Content Coordinator

Page Director's Message

COVER STORY

Taking Responsibility, **Sharing Smiles!** 



Blood Drive Karachi

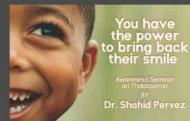
**Blood Drive** Lahore

Motivating For Success

**Wheel Chair** Distribution

**TCF Rahbar** Program

Plantation Drive in Faislabad

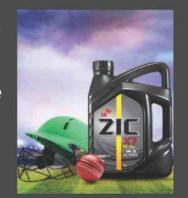


MARKETING

**Pakistan Cup** 2016

Cabins

**Traffic Police** 



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Fire Drill

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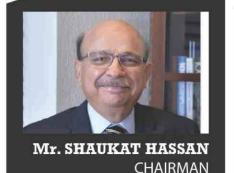
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It is my profound pleasure to introduce the Board Directors of HTL. The collective wisdom and insights into years of professional experience, diverse exposure in different fields makes this Board an unmatchable combination for Business and gaining trust of the Stakeholders. We have evolved a Board with capabilities in Financial Planning, Investments, International Business, Governance, Compliance of Laws and regulations. This unique skill set coupled with dedicated commitment to gain the high earnings per share for the valued shareholders keeps us going. We sit together and constantly focus for bright business opportunities, identifying sensible & mature investments to give best returns. I am proud of the fact that I am a part of a Board of Directors which is driving business strategy with real blend of expertise and foresight. Their energy and commitment to the business goals are a real essence for the winning teams. I extend my honest support and best wishes to all honorable BOD members located at Pakistan, UK & SK - South Korea being our strategic business part-

While the Board oversee planning, policy and strategic and governance issues, the day to day activities are looked after the Executive Directors. Implementing Strategic Business Portfolio for gaining shareholders' confidence, making valuable contribution for enhancing profitability and ensuring achieving targeted results. My compliments to Executive Directors for executing company plans in promoting business for benefit of shareholders.

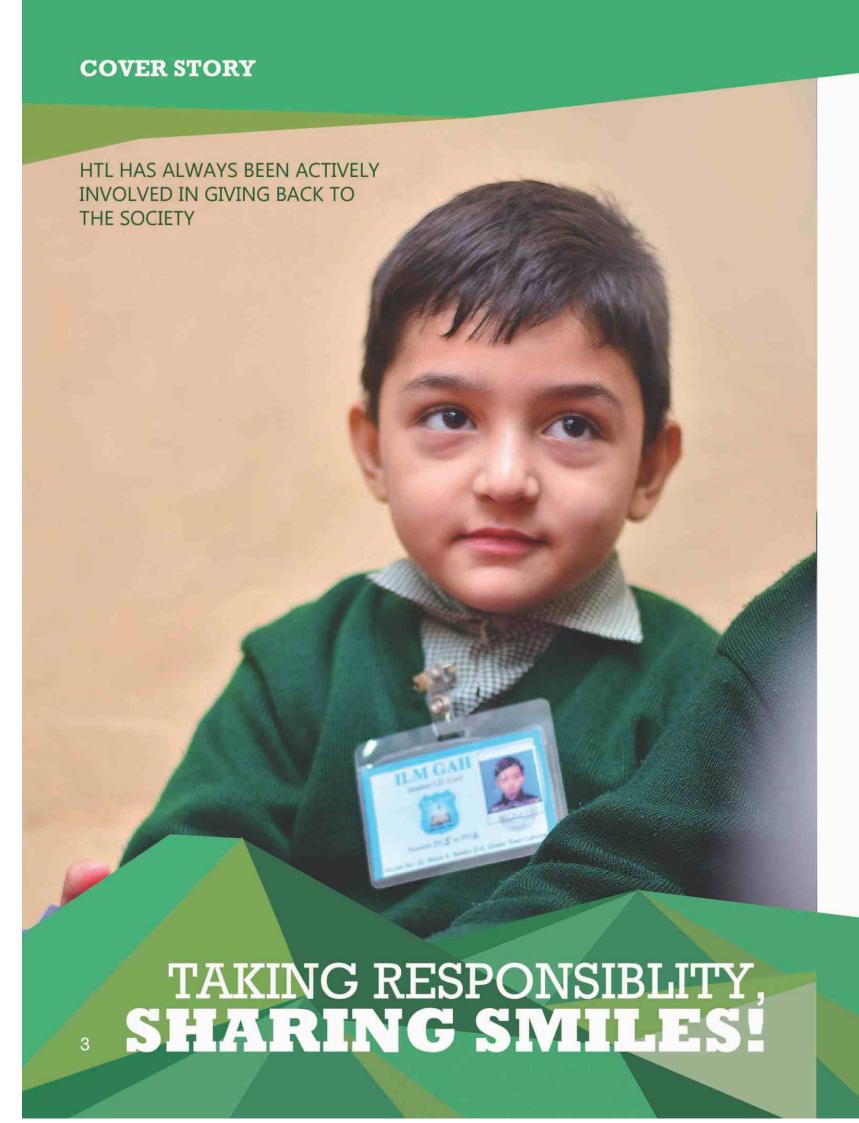
Companies run and operate on the basis of the human capital they possess. In MAS Group, our Human resource is qualified, trained and excel in delivering performance. Our Heads of Departments drive business excellence. Besides our Teams put in their best, striving to meet their KPI's. Thank you Team members.

MAS Group has taken a number of initiatives in areas of Environment and Education. It makes us happy to see smiling faces of team members participating in activities concerning the Environment. In Education sector, Ilmgah is leading the way in showing the abilities of students through outstanding results in examination.

Caring and sharing is about us, Let us see smiles from miles.

Tahir Aram

# Director's Message



CSR - Corporate Social Responsibility by its true virtue attracts the goodness of all small & large scale companies and institutions globally. CSR basically draws the attention of all companies to decide and act voluntarily to contribute for a better society and cleaner environment. CSR is represented by the contributions undertaken by companies to society through its business activities and social investments. This is also true to connect the concept of sustainable development at corporate level.

Over the last few years an increasing number of companies worldwide have started promoting their Corporate Social Responsibility strategies with wide-scale & long term investments. Why? Because the customers, the public and the investors expect them to act sustainable as well as responsible. So acting responsibly by giving back to the society is an ever increasing demand for corporate sector equally expected from all stakeholders of the business.

Responding to CSR Action Plans for Sustainable Development is more of a responsibility instead of gaining the huge brand presence or increase in investor's shares. CSR can not only refer to the compliance of human rights standards, labor or social security arrangements, but also to the fight against climate change, sustainable management of natural resources and consumer protection. In the context of globalization, the prime goal of a company is to generate profits; however through the practical importance of CSR concept, the companies can at the same time contribute to social and environmental objectives by integrating CSR as a strategic investment into business strategy. The presence and recognition of sizeable number of companies with good social and environmental records indicate that CSR activities can result in better performance and create better societies for future. The research shows that consumer or investor's choice to a great extent depends on the Responsible actions a company adopted and practiced for the betterment of society or environment.

Hi-Tech Lubricants
Limited – HTL, over the
past few years have taken fundamental steps to incorporate CSR as one of
the key business performance goals.
The prime focus of HTL Management
is purely to give back to the society
through these impactful initiatives.
The range of CSR activities has been
tremendous through short term as
well as long term action plans. These
volunteer acts of kindness have huge
positive influence for the sustainable
development of society as well as personal development of employees.

Hi-Tech Lubricants Limited – HTL, over the past few years have taken fundamental steps to incorporate CSR as one of the key business performance goals. The prime focus of HTL Management is purely to give back to the society through these impactful initiatives. The range of CSR activities has been tremendous through short term as well as long term action plans. These volunteer acts of kindness have huge positive influence for the sustainable development of society as well as personal development of employees.

Under the umbrella of SHT- Sabra Hamida Trust: the management of HTL is proud to share the success story of its first founding School for the underprivileged children around the surrounding area of Green Town, Lahore. 'Ilmgah' School started a couple of years back today enrolls hundreds of bright girls and boys separately by offering state of the art education facilities entirely free of cost for all students. The School administration and curriculum does not solely focus on the quality education however, they invest a great deal of time training for the personal development and better upbringing of the most deserving children of the society. The quality time is being allocated for their grooming and transformation to become a better citizen of this Country. Many CSR campaigns have been successfully executed at the School vicinity within last few years

CSR

focusing on the health, hygiene, safety and environment protection awareness for the young minds. Such programs have now become the regular part of the annual calendars at 'Ilmgah'; because SHT and in broader context HTL believes the nurturing of minds for giving more responsible future leaders to the society.

Apart from these long term initiatives, the CSR Members and Representative of HTL have planned and executed many programs in the areas of student counseling, mentoring and coaching in collaborations with TCF- The Citizens Foundation Pakistan. The most profound part of such initiative is the overwhelming and energetic involvement of our employees as volunteers. It becomes a proud moment to gain a huge response and more than required number of volunteers whenever such programs have been initiated and executed with huge success rates. Be it a Disaster Recovery Campaign, post natural calamities or Go - Green Program to plant trees on farther and most remote areas of the country, the HTL- CSR Team as well as our volunteer employees have shown keen interest to perform and be a part of such responsible initiatives.

To share these Responsible Initiatives for CSR by HTL is a matter of ownership to the challenges of society and environment. These initiatives have lead us to the stage whereby we have incorporated a more structured approach to our CSR Programs for coming years with planned budgets. We are more focused to give back to the society for the sustainable development and to become a proud partner of future generations.









Hi-Tech Lubricants Limited in collaboration with Hussaini Blood Bank organized a blood donation activity in Karachi office in support to help the Thalassemia patients. The activity took place on 7th June 2016, where Hussaini blood bank team also highlighted the benefits of donating blood. According to the health experts, approximately 5,000 children are diagnosed with thalassemia-major, every year in Pakistan. Mr. Abid Askari speaking on this event said that it may be our small contribution within our capacity but the cause is huge and we will always be charged up whenever there will be a humanitarian call.



# BE A REASON FOR **SOMEONE'S SMILE** – BECAUSE YOU HAVE THE POWER

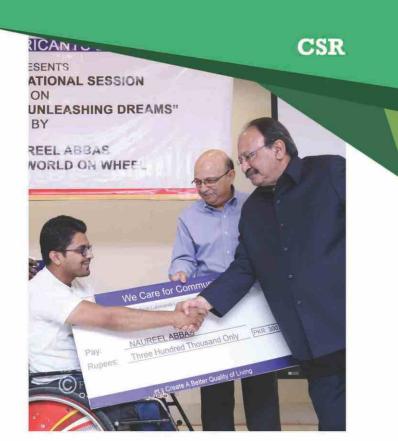
What a blissful feel to be a life saver just by gifting a Blood bag. Hi-Tech Lubricants Limited in collaboration with Fatimid Foundation hosted a Blood Donation Drive for the affectees of Thalassemia on Saturday 28th May 2016. Dr. Shahid Pervez, Sr. Medical Officer from Fatimid Foundation, conducted a one hour awareness session about the disease and its prevention. Soon after, the Blood Donation Camp began.

All functional departments responsibly acted to this life saving call. ZIC and ZIC M Sales Team's strong participation was also witnessed during the drive. The decision behind setting up this

camp was that there arises much shortage of blood donors especially during Ramadan. Two days before the activity, Leaflets from Fatimid Foundation were placed on the office front desk to give brief knowledge about the importance of donating Blood.

HTL strives to foster a corporate culture that empowers employees to work for positive change in and out of the company. It envisions to cultivate a culture that supports and encourage its employees to become thought leaders to help improve the Community life. HTL has been consistent in enabling its Employees to come together and transform their lives and others through engaging in CSR initiatives.

With this perspective Hi-Tech Lubricants Limited invited a motivational speaker during a recognition ceremony organized for recognizing and rewarding Promotional Employees of 2016. This ceremony was arranged on 10th May 2016 at Opium Resturant, Lahore. Mr. Naureel Abbas was the 1st CSR Motivator to speak from the CSR Platform who spoke on "self-Motivation & Unleashing Dreams". Board of Directors and Departments' Heads also actively participated in the session. They admired the speaker for his passion to pull up people with disabilities and encourage them to be a productive element of the society.





BLOOD DRIVE LAHORE GET UP, GET ENGAGED GET MOTIVATED

#### CSR

Hi-Tech Lubricants limited sponsored company branded wheel chairs for the disabled on Saturday 21st of May in a CSR conference and Wheel Chair distribution ceremony. The event was organized in University of Management and Technology in Collaboration with the Dreams Team the art of living. Mr. Ahmed Shujah, Country Head Sales ZIC was the Chief Guest of the conference among some other intellectuals from different fields. Speaking on the event Mr. Ahmed Shujah appreciated the management on arranging this prestigious event for a noble cause. He laid stress on doing more considerable work with honest dedication towards the welfare affairs. He said, there is a dire need to setup a positive mind set and to treat the disabled as equals. They should not be left behind or pampered as specials but should be given equal opportunities to prove their potential in the challenging job market.



The event was organized in University of Management and Technology in Collaboration with the Dreams Team the art of living. Mr. Ahmed Shujah, Country Head Sales ZIC was the Chief Guest of the conference

# HI-TECH LUBRICANTS PROVIDING MOBILITY THROUGH WHEELS UNDER CSR INITIATIVE

#### TCF RAHBAR PROGRAM

#### Mr. Muhammad Ali Khalid

Head of Planning and Audit - HTL

"The RAHBAR cycle was enlightening to the very core. Designed to mentor kids on the foundations of a successful academic and professional career, it actually restored these fundamental ideas within our own selves. I believe somewhere down the line, we had forgotten that our fate is invariably linked to our thoughts, that being successful and being rich are very different and that life is all about balance. A journey which not only triggered many emotions, but was also exciting, challenging and totally worth the six weekends. Honored to teach, learn and be amongst a bunch of talented God-gifted angels."

#### **Burhan Aized**

Administration Officer - HTL

I had a very wonderful experience at the TCF Rahbar Program. My mentees group was named as 'Shaheens' and they were very brilliant in their own kind. We were given a course outline according to which we had to guide the mentees but the children were smart and quick enough to get the whole idea of the Rahbar Program. The fundamental of the program was based on our motivation to persuade kids to become productive elements of society. Somehow, I was able to make an emotional bonding with my Shaheens which helped them to express themselves in a much better way. Indeed, it was a very pleasant yet enjoyable experience for me as it was a quality time spent with the kids. I am certain that they all hold a promising future."





TO ACT RESPONSIBLE IS OUR CORE VALUE

#### TCF Rahbar Program

#### Ms. Madiha Asad

A.M. Planning and Audit - HTL

It was not easy for me but what kept me going were the little lamps of lights in their eyes. Enriched with pretty smiles, innocent questions and unmatched enthusiasm, the program promised to give me a cherishable experience during my journey of life. I was to plant seeds of positive thinking and hope in the young minds.

While we made promises every week to eliminate six bad habits of ours forever, telling them how a thought leads to destiny, asking them to prioritize their lives and assuring them that there is always an alternate way, I nourished and strengthened myself.

#### **Muhammad Raza**

Accounts Officer - HTL

Volunteering for Rahbar Program was a challenge to uplift students from underprivileged families, growing up in difficult living conditions and deprived of adequate guidance in their own social setup. At the same time, an incredible one too, Mentoring young minds toward academic success, providing them motivation, helping in their personality development, inculcating a sense of social responsibility, helping identify mentees' own strengths and offering an opportunity to grow confidently. Each mentee was special with eyes twinkling with ambitious dreams. I found my volunteering experience to be very rewarding. Venturing out of my comfort zone and joining a mentorship program is one the best decision I could have ever made.





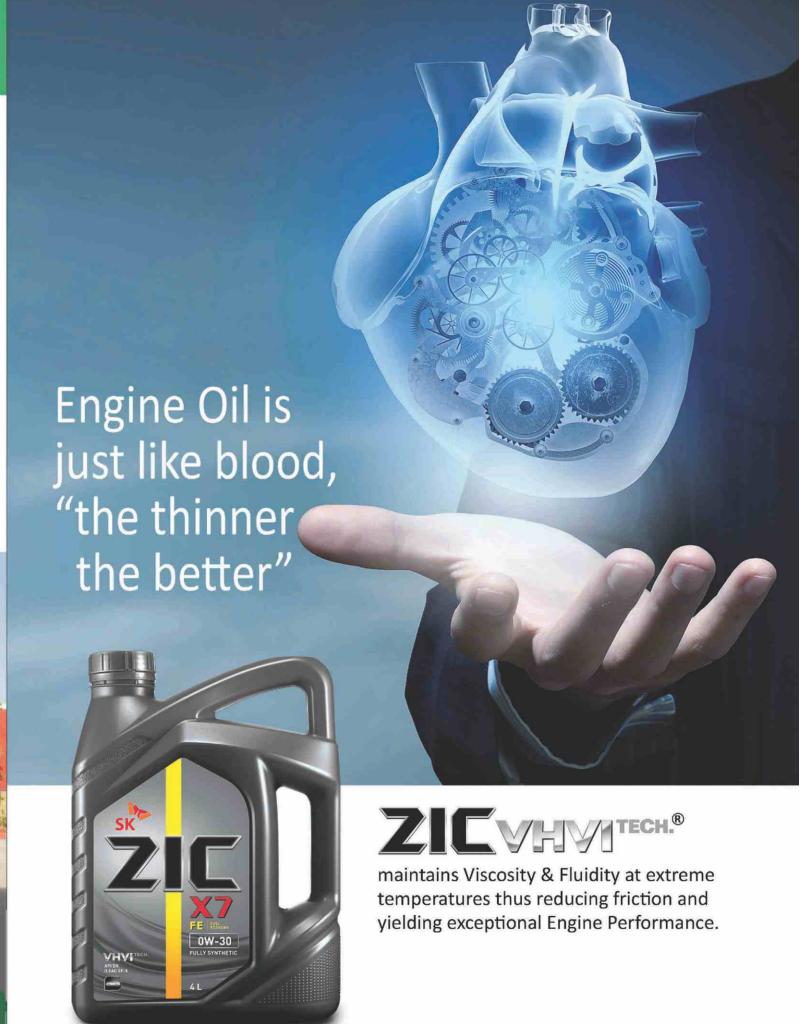
Acting responsibly is an integral part of Hi-Tech Lubricants Limited. We aim to inspire people to think responsibly, conserve nature and strengthen communities by dedicating time. Taking this vision forward, HTL initiated a tree plantation drive at Faisalabad's various Government High Schools. The activity took along a clear message to "lend a hand & save our land". The plantation drive was well executed in true spirit by the ZIC Sales Team. The initiative was a successful in making to realize students how important plants

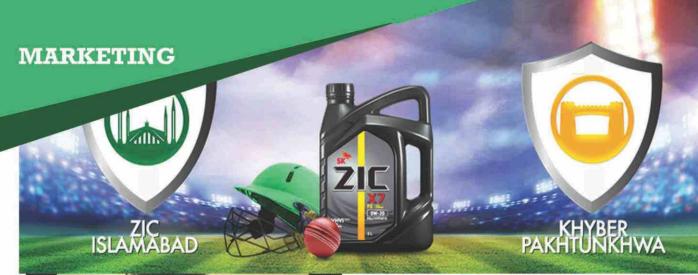
HTL initiated a tree plantation drive at Faisalabad's various Government High Schools. The activity took along a clear message to "lend a hand & save our land".

are for a healthy and clean environment. As Trees are the best natural defense system against air pollution, they keep us safe from the effects of poor air quality and we can breathe fresh air. HTL conceptualize that Tree plantation should be adopted in our life style and not a one-time campaign.



SAVING THE PLANET, ONE PLANT AT A TIME!







Cricket in Pakistan has always been followed religiously for decades now, be it the world cup or a far more crucial match between India and Pakistan. Whether our players are making centuries or hitting home runs, they are "THE CELEBRITIES". ZIC has always kept its perspective aligned with sports in Pakistan ranging from Golf to Karate to different marathons & rallies.

After the huge success of Pakistan Super League another initiative of Pakistan Cricket Board was the launch of The 2016 Pakistan Cup, A crisp style of residential cricket in Pakistan that is going to dispatch to supplant the current pent-angular Cup. There was better inclusion of senior cricketers through the draft process. The aim was to ensure that our domestic cricket becomes more competitive and the Pakistan Cup 2016 is a key step on this journey. Top cricketers of Pakistan took part in this tournament and the youngsters had the perfect opportunity to learn from their seniors.

ZIC being at the forefront took the sponsorship of Team Islamabad (Federal) that was lead by Misbah ul Haq as the captain. This was again a great initiative on ZIC's part to show its support in propagation of domestic cricket in Pakistan given the current socio conditions. ZIC has been making a lot of effort in creating awareness and providing assistance to the youth of Pakistan via different initiatives be it Sports or Academics. ZIC will always guide the youth of Pakistan to achieve their full potential.

Whether our players are making centuries or hitting home runs They are The Celebrities!

# RESPONSIBILITY INITIATIVES REGARDING IMPLEMENTATION

OF TRAFFIC

#### RULES AND REGULATIONS

ZIC Motor Oil has always been at the front when it comes to corporate social responsibility initiatives regarding implementation of Traffic rules and regulations. Collaborating with traffic police in different cities in Pakistan ZIC has extended this collaboration to the city of Gujranwala as well by sponsoring police cabins to be placed throughout the city of Gujranwala, in order to assist our law abiders perform their duties to the best of their capabilities. This initiative was formally launched at CTO office Gujranwala in the presence of CTO Gujranwala and Officials from ZIC Lubricants





#### ILMGAH HIGHLIGHTS

Education essentially includes the process of encouraging, strengthening and guiding the students so as to make them fit and ready instruments for the work they have to do for a successful life. Ilmgah stands on this mission. The students are not limited to have just the bookish knowledge but are also provided with necessary practical learning. With this thought the management of HTL aligned a group visit of HODs to Ilmgah on 23rd April 2016. The HODs pitched-in for few hours and were greatly amused while having chit chat with the young fellows. Students were equally delighted having them around. They were impressed with the students' grip on their subjects and highly appreciated the teachers for putting all due efforts in building confidence in students. They praised Mr. Azhar Nawaz and asserted on, that the future of Ilmgah is indeed promising and in good hands. It turned out to be a nice educational experience in both directions.





Ilmgah celebrated another year of success by staging the Annual function of Ilmgah in the HTL's warehouse premises. It was fun, dance and music performed by the Ilmgah students who captivated the audience throughout the event. It is indeed a proud moment in the life of parents to be present in for their little sweethearts' big day. Annual Functions are the most awaited events in the schools. Parents as well as children both are enthusiased to be part of the function. Parents' excitement is beyond words when they see their children confidently facing audience and giving their best in performances.

Ilmgah celebrated another year of success by staging the Annual function of Ilmgah in the HTL's warehouse premises. It was fun, dance and music performed by the Ilmgah students who captivated the audience throughout the event. The honorable Chairman, worthy Directors and respected HODs from Hi-Tech Lubricants Limited graced the event. Addressing to the event, the Chairman, Directors and Honorable guest Mr. Waheed Alam congratulated Mr. Azhar Nawaz, Mr. Zulmai Azam Durrani and the school faculty for putting up a great show. They conveyed their sincere appreciation to the Principal and the teachers for their commitment and ardent involvement with the students. The Annual function concluded on the prize distribution ceremony to the position holders of all classes followed by a

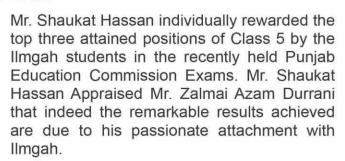


ILMGAH CELEBRATING SUCCESS

#### **ILMGAH HIGHLIGHTS**





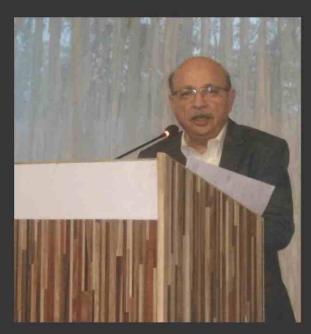


The undernoted students of the school have topped the list in the Punjab Education Exam.

1.	Harris Ahmad Shahid	443
2.	Hamza Hanif	429
3.	Abdul Rehman	396







Mr. Shaukat Hassan Appraising Mr. Zalmai Azam Durrani that indeed the remarkable results achieved are due to his passionate attachment with Ilmgah.



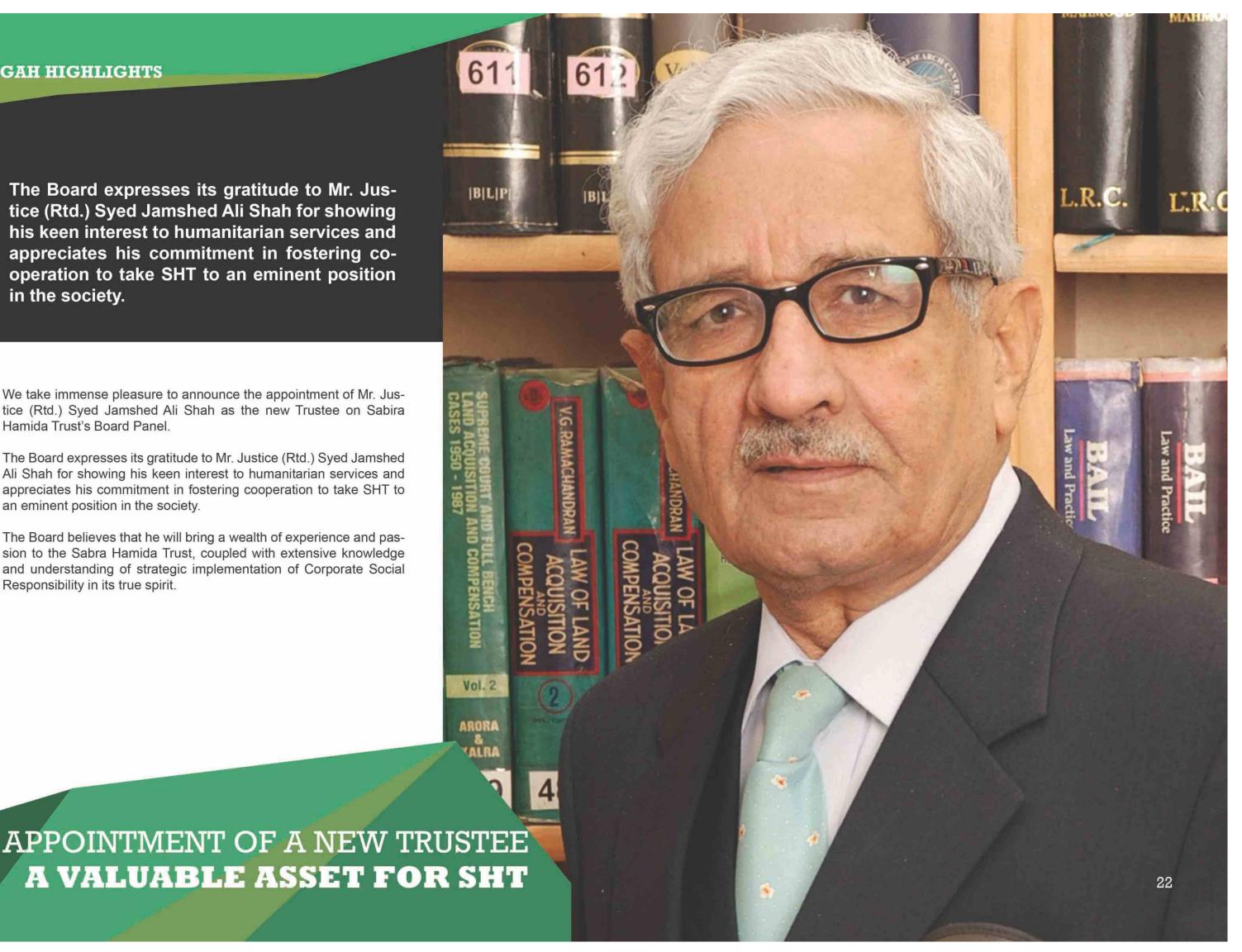
#### **ILMGAH HIGHLIGHTS**

The Board expresses its gratitude to Mr. Justice (Rtd.) Syed Jamshed Ali Shah for showing his keen interest to humanitarian services and appreciates his commitment in fostering cooperation to take SHT to an eminent position in the society.

We take immense pleasure to announce the appointment of Mr. Justice (Rtd.) Syed Jamshed Ali Shah as the new Trustee on Sabira Hamida Trust's Board Panel.

The Board expresses its gratitude to Mr. Justice (Rtd.) Syed Jamshed Ali Shah for showing his keen interest to humanitarian services and appreciates his commitment in fostering cooperation to take SHT to an eminent position in the society.

The Board believes that he will bring a wealth of experience and passion to the Sabra Hamida Trust, coupled with extensive knowledge and understanding of strategic implementation of Corporate Social Responsibility in its true spirit.





#### MAS ASSOCIATES

### **Cathodic Protection** (CP) Projects **Progress Report:** Second Quarter, 2016

#### **Projects Completed:**

MAS team has successfully completed the Turnkey Project for the Installation of Cathodic Protection (CP) System for all buried piping structure at Fertilizer Plant in North-West of Punjab. Client has approved the installation and is fully satisfied with the parameters being achieved by the installed CP system.

#### **Projects in Progress:**

The following projects are in progress:

MAS and our foreign associates have











been awarded a contract for the Supply, Installation, Testing & Commissioning of Remote Monitoring Units for CP system by Sui Northern Gas Pipelines Ltd (SNGPL). Installation of Remote Monitoring Units shall commence in June, 2016.

A contract for the Pre-Design Site Survey, Detailed Design & Engineering, Supply, Installation, Testing & Commissioning of ICCP system for Crude Oil Storage Tanks (2 Nos. 40,000 barrels each) at OGDCL Nashpa Field has been awarded to MAS and our foreign associate by the EPCC contractor. Installation work shall start by end June, 2016.

#### **Projects Awarded:**

MAS has been awarded another project for the Design, Supply, Installation, Testing & Commissioning of Impressed Current CP (ICCP) System for Fuel Hydrant Pipeline (16" Diameter x 4.5 Km long) at Eastern Joint Hydrant Venture Depot (EJHD) at Karachi Air-



#### "A mind that is stretched by a new experience can never go back to its old dimensions." Oliver Wendell Holmes

Employees are the key assets of a company and a time taken out from their routine activities for refreshment, helps to regain their momentum. MAS values its employees and always looks to motivate them by conducting recreational activities. In this regard, a three-day trip to Islamabad / Murree (HillStation) was arranged by MAS for its employees in May, 2016.

These recreations are a great source of developing, friendly and cooperative relationship between the employees.



#### PEOPLE & HAPPENINGS

HTL Management cares deeply about how its employees feel. HTL strives to provide us with opportunities to take advantage, develop ourselves and help to create a learning culture. It believes on creating a place where people don't just come to work, but where they feel that they are contributing to something greater. HTL believes that cohesive teams help the organizations to learn, survive and grow.

With this aim, Adventure and Fun Based activities are planned to engage employees and enhance Team bonding among them. Individuals in such an environment are self driven, solution focused, receptive to change and stand abreast with the uncertainty.

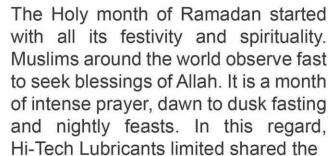
With this objective, HTL organized a three-day learning session for the Exceptional Employees of MAS Group on 'Engaging STAR Employees with Passion - Team Building & Adventure Trip" at Nathiyagali, Muree from 7th April to 9th April, 2016. The purpose of the adventure based experiential learning was to help employees see their own dynamics more clearly, which could be the key element of developing a tight knit, effective and high performance teams. It created a paradigm shift from normal lifestyle and comfort zone, thus creating a need to adapt to the wilderness. This adventure based Learning was successful in allowing the adventurers to break out of the monotony of their work and escape into the great unknown. This program enabled participants to discover their talent and strengths in a safe, secure and supportive learning atmosphere.







This adventure based Learning was successful in allowing the adventurers to break out of the monotony of their work and escape into the great unknown.



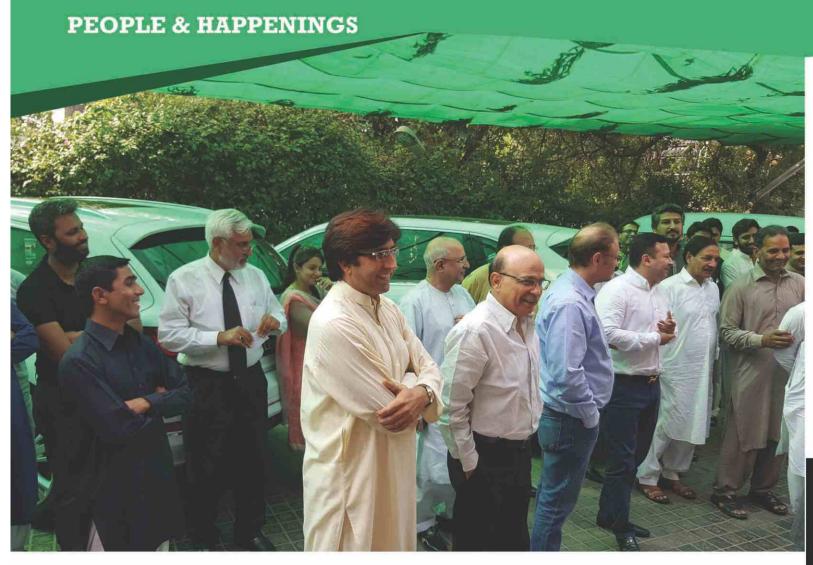
Holy Ramadan's happiness with its Corporate Office employees on 21st June 2016. An Iftar Dinner get-together was arranged at Faletti's Hotel by the management where everyone rejoiced being the part of MAS family.



LET'S EXPLORE THE NORTHERN AREAS OF PAKISTAN, DISCOVER YOUR PULSE OF ADVENTURE &

27 ALSO DISCOVER OURSELVES





HTL management is consistent in its efforts to promote HSE culture in the company. It focuses on educating and explaining HSE rules and regulations to employees. At the same time, HTL compels its employees to have essential practical knowledge about emergency handling procedures to minimize the harmful consequences of injuries and occupational hazards. Continuing the HSE training series, Fire

Evacuation Drill was conducted in the Corporate Office premises on 10th June 2016 lead by the external facilitator Mr. Hassan Zahid in collaboration with the Administration department. The corporate office staff along with the Board of Directors also participated in the drill. The training provided the employees with must do guidelines associated with emergency evacuation procedures.

FIRE EVACUATION DRILL -KNOW THE ROOTS OF FIRE SAFETY-

ENJOYTHE FRUITS OF DUTY

#### PEOPLE & HAPPENINGS

HTL acknowledges that ability to sell effectively differentiates the ordinary from extraordinary. The skills of a sales team to build, develop and nurture long-term relationships could be the competitive advantage in today's tough business. With this view, a highly interactive workshop was designed to provide the HTL sales teams with the tools and skills to take control of the sales process without losing the customer. In particular, this workshop helped in building an understanding of the factors that drive client's business and why they make the choices they do. The sales people walked through the sales process, practice sales skills to gain confidence and professionalism for increasing sales productivity and performance.







# **Our True Asset**

is our people...



Ms. Asna Shafi **Sales Coordination Executive** ZIC | HTL - South

A pleasant learning experience with a passionate team & compassionate connections around.



Ms. Erum Shahbaz

I am fortunate to be working with MAS Group of Companies. It has been a wonderful experience so far. As I see, here is a lot of growth opportunity and I am positive that whatever I have learned here shall help me to prove myself a valuable asset to the company.



#### Aysha Khan Plant Coordinator - HTBL

I had the most challenging role during my internship to work as a Coordinator with Zero Experience. Appreciation from my supervisor while accomplishing all my tasks/duties diligently is among the most amazing moments of my Professional startup.



#### Iffat Jahan Zia **Sales Coordination Executive** ZIC - M

A place to learn and grow with continuous development opportunities and high regard by courteous people."



#### Ms. Rubina Joseph **Senior Front Desk** Officer-HTL

I am working with HTL since 1998. It's a privilege to be associated with a company that provides opportunities of career growth to its employees. The management is adaptive to changes that assure secure flight of successful business and promising future of its employees.



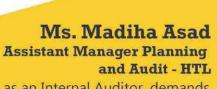
since 9 years. Being a graphic designer my job demands creativity and innovative ideas to design. My tasks assigned are

mostly challenging that sometimes get on my nerves. But having around a support of friendly colleagues has always pulled me out of the stressful situations to start over with a fresh mind.



#### Ms. Kanwal Shahid Financial Treasury Officer-HTL

HTL is the place for me where I have opportunities to work hard for achievement of my big dreams. It's a secure and prideful place to work and I feel an undeniable bond with it.



My work at Hi Tech, as an Internal Auditor, demands creativity and challenges me; it's hectic but gives me

sense of purpose. It lets me enjoy healthy competitive relationships with my colleagues and superiors and gives me a true feeling of achievement. It's a great feeling to be associated with Hi Tech.



#### Ms. NOSHEEN

SALES COORDINATOR EXECUTIVE - HTL NORTH SINCE 2010

Beginning my career as Receptionist and with the growing Business needs, trusting me that I can deliver best at the current position as coordinator sales ZIC & ZIC M is a big achievement of my professional life.



#### Ms. Zarsh Mehmood Sales Coordination Executive ZIC M - HTL

Driving through the professional behavior and success at Mas will enable me to meet the challenges in a strong way.



Ms. Zunara Sajid Assistant Manager (IT) HTL

"I feel really honored to be a part of HTL. I convey my sincere thanks to the Management for providing me this opportunity and helped to polish my career".

...and we do our best to hone them. 32

## HELPING TO FULFILL AN OBLIGATION

HTL announced its 10th Annual Hajj Draw for the year 2016 which was arranged in its Lahore corporate office on 1st April 2016. As per the tradition five lucky winners were declared lucky as the result of the Draw. MAS Group congratulates the HAJJ winners 2016 and wish for them that their Ibadah get accepted by Allah. Aameen

Syed Hassan Masroor
Assistant Manager Sales ZIC M (South)

Mr. Farooq Ahmed Driver (North)

Mr. Rang Ali Driver (Central)

Mr. Nasir Mehmood Senior Sales Executive ZIC M (Central)

Mr. Muhammad Gulzar Supervisor Warehouse (Central)



# HTL ADOPTS BANKING MANAGEMENT SOLUTION

Hi-Tech Lubricants Limited has joined hands with Bank Al- Falah limited for Treasury management solution. The solution would enable financials department to track collections on their computer screen, virtually as it happens. This would facilitate distributors to online funds without delay and enables their order processing. The solution also offers digitalization of all cheque payments.

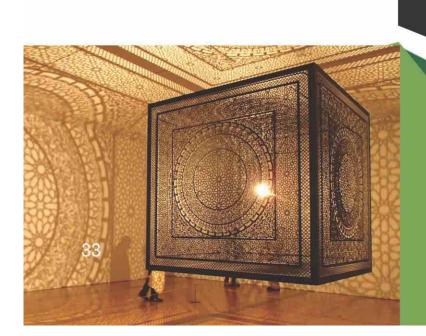
The company is in the process of applying to Oil & Gas Regulatory Authority (OGRA) for license to establish Oil Marketing Company (OMC). OGRA has directed the company to add object clauses in its Memorandum of Association relating to OMC business and commitment of the company to undertake investment of Rupees 500 million in three years on infrastructure development.

To cater this requirement, the 5th Extra Ordinary General Meeting of shareholders of Hi-Tech Lubricants Limited was held at Jinnah Auditorium of Lahore Chamber of Commerce and Industry (LCCI) on June 16th, 2016. And first time attended by the general public shareholders of the company after company listing at PSX. The Shareholders unanimously approved the subject amendment empowering the Chief Executive and Company Secretary to undertake all such actions and to do all such things for and on behalf of the Company including completion of all requi site legal and corporate formalities including filing of application and ex-

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ecution of necessary documents for effectuating the alteration of the Memorandum of Association.

Amongst the above said agenda other changes include placement of quarterly accounts at company website, transmission of annual accounts through CD/DVD/ USB and changes Articles of association for electronic voting.





**MARKETING COMPANY** 

#### **NEWS**



**▲ FROM LEFT TO RIGHT:** 

Mme Francoise Cartron, Mme Patrica Morhet Richaud, Mr. Shaukat Hassan, H.E. Mrs Martine Dorance, Mr. Stephane Gaillard. A delegation of the France-Pakistan Friendship group of the French Senate visited Pakistan from 11th to 15th April 2016. Mr. Shaukat Hassan, Chairman Hi-Tech Lubricants Limited who is also the President of the Board of the Francaise Alliance Lahore, hosted a dinner in honor of the visiting members of French Senate during their stay in Lahore.

The dinner was held on April 13, 2016 at Royal Palm Golf & Country club and was attended by H.E. Mme. Martine Dorance, Ambassador of France to Pakistan, senior PFBA members (Northern Chapter), some political figures and renowned businessmen.

A group photo with the visitng members of French Senate







The concept from the beginning for Hi-tech Blending Plant was to develop a plant that is the best that it can be, however due to unforeseen circumstances the project had to face a lot of delays due to land and civil works. Last September foreseeing further delays on part of the contractors I decided to go on location and get involved in the work happening. As per the written contract with the contractor they were to handover 5 tanks at the time and looking at the progress I was sure that it will not happen. Major work was of piping and flooring given the size of the plant, and being blending and filling plant that was a key area I requested Tahir sb to allow another contractor to be involved so as to track the progress and keep in check the timelines of the hired company which helped up keep a tab on the progress.

The designer who has designed the plant lacked experience being nature of the plant to be the first of its kind so a lot of the designs in concept were good to go but on location reality was different and every step of the way we had to amend the designs to accommodate the aspect of practicality of the plant. This required a lot of hands on involvement on my part making use of all my experience and in the process learning a lot more. For example the designer designed the blending kettle open layout unknowing that it is forbidden for the blending hall to be open or have even a drop of water intrude in its ceiling. Apart from that we used our hired workforce to get involved in the civil works all hands on board which was effective for the development process while saving the company a lot of cost. I applied for the OGRA licence before and during the final stages of the project knowing how time taking process this is and as a result we received the approval with the completion of our plant.

This plant is a complete package with its standard of lab, filling lines, quality controls in place it can be termed the best of its kind in all Asia, and certainly the best in Pakistan. With major competitors getting their cans and caps produced via outsourcing, We are doing it all in house while minimizing contamination of any sort from manufacturing of the cans to filling to capping. The plant is complete and 700,000 liters have been filled including the first batch of HT LUBE 131 drums of CD SAE 50 and another batch CD 20W / 50 drums.

What I can guarantee is the best quality of product in Pakistan and if compared to any competitor brand it will still be better given that we use the best quality base oil and additives and with automatic filling lines and can and caps manifesting in-house we are sending out the best product. Now the ball is in the sales team's court to take this forward.

Mr. Yaqul Aris

**Chief Operating Officer** 



I have been associated with the project of Hi-Tech Blending plant since its inception in January 2014, where the project started with the acquisition of land in Sundar Industrial Estate (SIE), but the issues started arising after the information came to light regarding some legal conflicts with the land . So after 6 months of preparation and designing, the plan had to be modified and new land had to be searched. Once new land was acguired all legal and developmental approvals had to be sought again which in Pakistan is a task in itself, this further delayed the initiation of construction by another 8 months due to the approval from different authorities like LDA, Tepa, EPA and OGRA et al. The previously approved land was 8 acres while the new land acquired is 30 acres enough space for future plans and expansions if need be, hence the layout and architectural designs had to be modified accordingly and approved. However the new area was lower by 4.5 ft from ground level of adjacent roads that had to be adjusted. Then the contractors hired were delaying the work due to the issues with their labor so I had to step in and sort these problems myself as the labor gave me great regard. I was given a lot of liberty in handling the issues and sorting out the engineering and civil works being the signatory for majority affairs. This is first of its kind plant in Asia. Now that the plant is 99% complete and is operational all this journey seems worth it. We faced many delays due to local authority approvals, rain, 3rd party vendor issues but the reason we got all this completed in this time is due to our strategic governance and problem solving ability in the face of the issues that arouse.

Lt. Cal. Moren Ul Din **Executive Director Project & Security** 

It is a great achievement of MAS group to successfully operationalize the HI-Tech Blending plant and I heartily congratulate them.

I put my services right from beginning as a production Engineer in the erection of this plant. I worked under the guide line of my senior and Alhamdulillah by the grace of Almighty Allah and whole team effort we successfully operationalized this plant.

Being Deputy Production Manger, I acknowledge my whole team for their efforts and assure our continuous cooperation to make this plant more successful.

I hope that HTBL plays a more vital role in lubricant field in Pakistan and in future, ZIC emerges as the first choice of our customer for their all Lubricant needs.

We have to lead the Lubricant market with commitment to provide the highest level of quality.

M. Nouman Ishay,













#### DEPARTMENT OVERVIEW

#### Mission Statement

"IT department provides backend office support to ensure continuous and non-interrupted services to corporate employees, business partners and to our customers. We facilitate IT services but implementing and accommodating the best IT practices to ensure security, scalability and continuity of business."

#### Background and Current Status

Information technology (IT) has become a vital and integral part of every business plan. From multi-national corporations who maintain mainframe systems and databases to small businesses that own a single computer. The information technology provide an opportunity for business to improve their efficiency and effectiveness and even to gain competitive advantage. The reasons for the use of computer technology in business can best be determined by looking at how it is being used across the business world.

Hi-Tech Lubricants Limited (HTL) Information Technology Department accomplishes its responsibilities in most efficient manner like fulfilling and complying with all corporate requirements, to operate their business processes on a day to day basis. We have designed and built from the ground up an in house state-of-the-art data center, equipped with latest and greatest hardware, software along with exceptional IT talent. HTL's IT department manages it's hosted services with the likes of Oracle Financials (ERP), Business Intelligence, Exchange Server, Active Directory (PDC), Web Services (DMS/CMS/ZSC/SCMS), Clustering, SAN, NAS and along with Incident Management Services. In addition, we have deployed redundant internet connectivity lines to provide uninterrupted internet/communication services to internal employees and external customers.



We as an IT team have adapted the best practices which are of international standards and frameworks to ensure compliance to manage our IT services. The IT team has designed and engineered a network to support the following attributes:

- Effective communications and collaboration amongst team members to provide a better service.
- Team effort to increase and deploy the latest Internet protocol networks with the capability to carry all data and Internet traffic on a single network.
- IT team protects infrastructure assets and corporate data against internal and external threats.
- Implementation and deployment of High Availability, Backups, Disaster Recovery sites for mission critical applications/ servers for business continuity to minimize business interruption.

- 5) Alignment of IT services in conjunction with corporate strategy.
- 6) Facilitating & making easier life of users to get the result on single click for their respective functions to help in strategical decision to boost up the corporate business.

#### **Asset Management:**

Manages the procurement process from customer request through customer satisfaction for all IT assets including hardware and software. Analyses user requests and vendor contracts for appropriate business need and compliance with purchase sources and negotiates agreements and purchases for favorable terms and pricing

#### **Data Centre Operations:**

Supervise the hosted services, debugging, logging, handling errors, performance tuning.

#### Secure Environment:

Responsible for managing and supervising the execution and use of security measures to protect IT resources and data.

Responsible to maintain, support and assist in the administration of security standards and procedures for all network environments.

Develop and Manage Disaster Recover and High availability plans, and ensure all plans meets IT policy Requirements.

#### **Data Management and Reporting:**

Managing Data and backups .Store company information from sources such as customer records, financial records, Supply Chain, Inventory Data in a single data center. Manage ERP, DMS, CMS, Business Intelligence and Required Reporting to Higher Management and users.

#### Quick Support & response:

Providing Online Technical Support to All Departments via online ticket portal so it can be tracked and sorted in time.

HTL has a congenial working environment that prospers the capabilities of its employees according to their individual competencies. Both on an individual and departmental level; team is appreaciated that leads to a highly motivated Resource.

#### 5 things that IT Department cool

- 1) Defending & defeating the Unknown.
- Building, Designing and Engineering continuously.
- 3) Providing and offering Collaborative tools to ensure support to all departments.
- Mitigating the Risks, Business Continuity & Protection from Financial Loss and Interruption.
- Setting precedence with IT technology for the Lubricant Oil market within the local market.



IT SERVICES & INFRASTRUCTURE @ HTL

The Digital Magicians









HTL provides a flexible working environment where I grew as a good professional as well as a good human being. HTL trust on their employees by giving responsibilities that allow us to grow.

Zunara Khalid



Thank You MAS for providing me a rich environment to learn and develop my career.

Waseem Abbas



To achieve company goals while utilizing all my expertise & dexterities I have ability to gain an organizational integration rapidly, easily assimilate job requirements and aggressively employee new methodologies.

Sameer Igbal



I am happy and proud to be a part of HTL family.. I have learnt a lot regarding the latest technologies and got the significant growth in my professional as well as personal career. HTL provides tremendous working environment and opportunity to their employees to boost up their confidence & professionalism.

Muhammad Ashraf

#### ARTICLE

Explore your EATING STYLE with this interesting read and don't be surprised if you fit into more than one category.



#### The Speed eater

If you eat fast, you are likely ambitious, and successful, a quick study, practical and methodical. Your task-oriented nature may prevent you from enjoying certain stages and experiences of your life once you have achieved them. And even though you are dynamic and have lots of associations, you tend to have time for only two or three close friends.

#### The Chameleon

If you adapt your eating pace based upon that of your companions, you can adapt to almost any environment comfortably and be open to whatever comes your way. Although you cultivate and are known for an easy-going nature, you can reach a breaking point. You have a diverse group of friends, most of whom run in different circles. You are seldom the priority for changes you make in your life. You depend on others to capitalize on your spontaneity by nudging you out of your comfort zone.

#### The Regimented

If your eating pace is determined by your schedule, you are reliable and always get the job done. However, you may not have time to enjoy your life. You may find yourself feeling satisfied at all you have accomplished by the end of the day while at the same time wondering where the day has gone. While you may want to take some relaxing "me" time, you tend instead to find enjoyment with friends in a coffee shop, meeting someone new at a business meeting or striking up a conversation with a stranger in an airport.



#### The Slow eater

If you eat slowly, you pride yourself on being in control and believe there is never a good reason to get rattled. Because you don't bend to peer pressure, and instead do what is right for you, you are sometimes thought of as selfish. In fact you may alienate yourself from others who are not like you. This can limit your scope of life experiences. But when you are with friends, you are totally present and attentive. You are grounded and able to appreciate the simple things in life.

#### The Isolationist

The isolationist, one of the more unusual eating types, approaches the plate methodically, eating one food item in its entirety before moving on to the next. Though other people may not always understand your way of doing things, deep down you know that there is a method to your so-called madness. You are a very careful person.

#### The Picky Eater

This person may never have grown out of their childhood likes and dislikes, or the tendency to turn up his or her nose at an unfamiliar cuisine. This eater can often be found asking a waiter if the dish can be served without sauce or with dressing on the side. There's a good chance this person is a little neurotic away from the table, too

By Mr. Omer Yaqoob

# A PROUD MEMORY OF MR. TAHIR AZAM & MR. BASIT HASSAN DURING API - SL LAUNCHING CEREMONY AT PEARL CONTINENTAL HOTEL KARACHI IN THE YEAR 2004



DOWN THE MEMORY LANE