

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Forty First Annual General Meeting of the Company will be held at the registered office Khasra No. 52/53, RCD Highway, Hub, Balochistan on Tuesday 27th November 2019 at 11:30 a.m. to transact the following business:

ORDINARY BUSINESS

1. To confirm the minutes of the 40th Annual General Meeting held on October 29th, 2018.
2. To receive, consider and adopt the audited accounts of the Company for the year ended June 30, 2019 together with Directors and Auditor's Report thereon.
3. Corporate Briefing Session (CBS) as per requirements of PSX.
4. To appoint auditors for the year 2019-2020 and fix their remuneration.
5. To elect 7 (seven) Directors on the Company's Board of Directors as fixed by the Board for a period of three years' term. The names of retiring directors are:
 - i. Mr. M. Hanif Y. Bawany
 - ii. Mrs. Momiza Hanif Bawany
 - iii. Mr. Mikhail Bawany
 - iv. Mr. Wali Mohammad M. Yubya
 - v. Mr. Zakaria A. Ghaffar
 - vi. Mr. Siraj A. Kadir
 - vii. Mr. Wazir Ahmed Jojezar
6. Transact any other business with permission of chair.

Karachi: October 31, 2019

By order of the Board
Company Secretary

NOTES:

1. Transport will be provided. Pick-up point will be at Pakistan Stock Exchange Building and departure will be at 10:30 a.m. sharp on November 27, 2019.
2. The register of members of the Company shall remain closed from November 21, 2019 to November 27, 2019 (both days inclusive).
3. Members are requested not to bring spouse / children or any other accompany.
4. Attendance of Members who have deposited their shares into the Central Depository Company of Pakistan Limited shall be in accordance with the following mandatory requirements:
 - a) Individual Members must bring their "Participant's ID Number", together with their Account sub-account number and original valid Computerised National Identity Card (CNIC) or original valid Passport at the time of attending the Meeting
 - b) For corporate entity, presentation of a certified copy of the Board Resolution/Power of Attorney with specimen signatures and attested copy of valid CNIC of the person nominated by the corporate entity to represent and vote on its behalf, shall be submitted.
5. Members are requested to notify any change in their notified addresses immediately. Members holding shares in physical form are requested to notify the Company's Share Registrar promptly of changes in their notified address.
6. Members, who have not yet submitted a copy of their valid CNIC or valid Passport to the Company, are once again reminded to send the same at the earliest either to the Company or to the Share Registrar. The CNIC number/NTN details is now mandatory and is required for checking the tax status as per the Active Tax Payers List (ATL) issued by the Federal Board of Revenue (FBR) from time to time.
7. Individual Members (including all joint holders) holding physical share certificates of the Company are therefore requested to submit a copy of their valid CNIC to the Company or its Share Registrar if not already provided. The shareholders while sending CNIC must quote their respective folio numbers.
8. In cases of non-receipt of the copy of a valid CNIC, the Company would be constrained under Section 243 (3) of the Companies Act, 2017 ("the Companies Act") to withhold dividend of such shareholders.
9. Attendance through Proxy
 - a) Proxy Form(s) must be deposited at Company's Share Registrar's office not less than forty-eight (48) hours (excluding holidays) before the time of the Meeting. Proxy Form(s) received after the said forty-eight (48) hours i.e. after 11:30 AM on 25th day of November 2019 (being Monday), will not be treated as valid.
 - b) Attested copies of valid CNIC or the valid Passport of the beneficial owners and the Proxy shall be furnished with the Proxy Form.
 - c) In case of a corporate entity, the Board of Directors' Resolution/Power of Attorney with specimen signatures and attested copy of valid CNIC of the person nominated by the corporate entity to represent and vote on its behalf, shall be submitted to the Company's Share Registrar
 - d) The Proxy shall produce his/her original valid CNIC or original valid Passport at the time of the Meeting
 - e) A specimen Proxy Form is available on Company's website