

# ON THE LETTERHEAD OF THE COMPANY

[Date]

[Shareholder's Name]  
[Shareholder's Address Line 1]  
[Shareholder's Address Line 2]

## **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the \_\_\_\_\_<sup>th</sup> Annual General Meeting of [Company's Name] is being held on \_\_\_\_\_ at \_\_\_\_\_ commencing at \_\_\_\_\_ hrs, to transact the following business:

### **Ordinary Business:**

1. To approve and declare dividend on the ordinary shares of the Company;
2. To adopt the audited financial statements of Company for the year ending \_\_\_\_\_;
3. To appoint the Auditors for the Company for the financial year \_\_\_\_\_, and to approve the terms of appointment.

### **Special Business:**

- 1.
- 2.
- 3.

By the Order of the Board

[Date]

\_\_\_\_\_  
Company Secretary

### **Notes:**

1. Share Transfer Books will be closed from \_\_\_\_\_ to \_\_\_\_\_ (both days inclusive).
2. All Members / Shareholders are entitled to attend and vote at the meeting.
3. A Member may appoint a proxy who [must/need not] be a Member of the Company.

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4. The instrument appointing the proxy, and other authority under which it is signed or a notarially certified copy thereof, must be lodged at the Company's Registered Office at least \_\_\_\_ hours before the time of the meeting.
5. Any change of address of Members should be immediately notified to the Company's \_\_\_\_\_ Share \_\_\_\_\_ Registrars \_\_\_\_\_ at \_\_\_\_\_.
6. CDC Accounts Holders will further have to follow the under-mentioned guidelines as laid down by the Securities and Exchange Commission of Pakistan:

### **A. For Attending the Meeting:**

- i) In case of individuals, the account holder or sub-account holder and / or the person whose securities are in group account and their registration details are uploaded as per the Regulations, shall authenticate his identity by showing his original Computerized National Identity Card (CNIC) or original passport at the time of attending the meeting.
- ii) In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be produced at the time of the meeting.

### **B. For Appointing Proxies:**

- i) In case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account and their registration details are uploaded as per the Regulations, shall submit the proxy form accordingly.
- ii) The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- iii) Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- iv) The proxy shall produce his/her original CNIC or original passport at the time of meeting.
- v) In case of corporate entity, the Board of Directors' resolution / power of attorney with specimen signature shall be submitted along with proxy form to the Company.