



NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 31st Annual General Meeting of the shareholders of ADOS Pakistan Limited will Insha'Allah be held on Monday October 31, 2016 at 10.30 A.M at its registered office at Plot No. 294, Street No. 03, I-9/3, Industrial Area, Islamabad to transact the following business:

ORDINARY BUSINESS:

1. To confirm the minutes of 30th Annual General Meeting held on October 30, 2015.
2. To receive, consider and adopt the Audited Financial Statements for the year ended June 30, 2016 together with Director's and Auditor's report therein.
3. To appoint auditors for the year ending June 30, 2017 and to fix their remuneration.

OTHER BUSINESS:

1. To transact any other business with the permission of the Chair.

By Order of the Board
SABINA ANSARI
Company Secretary

Islamabad: October 07, 2016

Notes:

- i) Share Transfer Book will remain closed from October 23, 2016 to October 31, 2016 [Both days inclusive]. Transfers received at Share Registrar, M/s JWAFS Registrar Services (Private) Limited, 407-408, Al-Ameera Center, Shahrah -e- Iraq, Saddar, Karachi at the close of business on October 22, 2016 will be treated in time for the purpose of attending the Annual General Meeting and payment of Dividend.
 - ii) A member entitled to be present and vote at the meeting may appoint another member, as his/her proxy to attend, speak and vote on his/her behalf. The instrument appointing proxy and the power of attorney or other authority under which it is signed or a notarially certified copy of power of attorney must be deposited at the registered office of the Company at least 48 hours before the time of meeting.
- CDC accountholders will have to follow guide lines as laid down in Circular 01 dated January 26, 2000, issued by the Securities & 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/her identity by showing his/her 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 Director's resolution / Power of attorney with specimen signature of the nominee shall be produced at the time of 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 as per the above requirement.
 - i. The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
 - ii. 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 Director's Resolution/ Power of attorney with specimen signatures shall be submitted along with proxy form to the Company.
- iii) **Submission of CNIC (Mandatory):** Pursuant to the directives of the Securities and Exchange Commission of Pakistan (SECP) vide SRO 779(I) 2011 dated August 18, 2011 and SRO 831(I)/2012 dated July 05, 2012, dividend warrants should bear CNIC of the registered shareholders. Accordingly, Shareholders who have not yet submitted copy of their valid CNIC and NTN (in case of corporate entities) are requested to submit the same to the Share Registrar at their above stated address, with members' folio number, mentioned thereon. It may kindly be noted that in case on non-receipt of the copy of valid CNIC, the Company would be constrained to withhold dispatch of dividend warrants.
- iv) Shareholders are also requested to notify any change in their address to the Company's share Registrars M/s JWAFS Registrar Services (Pvt.) Limited at their address stated above.
- v) **Dividend Mandate-Payment of cash dividend electronically (optional):** In order to make process of payment of cash dividend more efficient, SECP vide Circular No. 8(4) SM/CDC 2008 dated April 05, 2013 have issued instructions so that the shareholders can get their dividend credited in their respective bank accounts electronically without any delay. The shareholders may therefore authorize the Company to credit the dividend directly to their bank account for all future dividends declared by the Company. Accordingly all non CDC shareholders are requested to send their bank account details to the Company's Share Registrar. Shareholders who hold shares with Participant /Central Depository Company of Pakistan Limited (CDC) accounts are advised to provide the mandate to the concerned stockbroker (participant)/CDC.
- vi) **Circulation of Notice of Meeting and Annual Accounts (optional):** With reference to SRO 787(I)/2014 dated September 08, 2014 issued by SECP, shareholders have option to receive Annual Audited Financial Statements and Notices of General Meetings through e-mail. Shareholders of the Company are requested to give their consent on prescribed format available on the Company's website to our Share Registrar at their address stated above to update our record if they wish to receive Annual Audited Financial Statements and Notices of General Meetings through e-mail. However, if a Shareholder, in addition, request for a hard copy of Annual Audited Financial Statements the same shall be provided free of cost within seven days of receipt of such request.
- vii) **Filer and Non-Filer Status:** Through Finance Act, 2016, enhanced rate of withholding tax has been prescribed in the Income Tax Ordinance, 2001 (Ordinance) for certain provisions including withholding tax from dividend under section 150 of the Ordinance. These tax rates are as under:
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| a) For Filers of Income Tax Returns | 12.5% |
| b) For Non-Filers of Income Tax Returns | 20% |

For this purpose, the term "filer" means a taxpayer whose name appears in the Active Taxpayers List (ATL) issued by the Federal Board of Revenue (FBR), from time to time whereas "non-filer" is a person other than a "filer". FBR has uploaded an ATL on its web-site which can be accessed at www.fbr.gov.pk. At the time of dividend distribution, the Company being a withholding agent would check the above status of the individual shareholder and respective withholding tax rates will be applied accordingly.

viii) Shareholders claiming exemption from Zakat are required to file their declaration with the Share Registrar of the Company

ix) Accounts of the Company for the year ended June 30, 2016 has also been provided on the website [www.ados.com.pk]