

AHL/CS/568/20

June 8, 2020

The General Manager  
Pakistan Stock Exchange Ltd  
Stock Exchange Building,  
Stock Exchange Road  
Karachi.

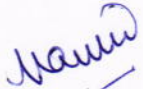
**Subject: NOTICE OF ANNUAL GENERAL MEETING**

Dear Sir,

Enclosed please find a copy of the Notice of Annual general meeting of the company to be held on Tuesday, June 30, 2020 at 11:00 A.M, for your information and record.

Thanking you.

Yours truly,  
For Atlas Honda Limited

  
**Marrium Ahmed**  
Company Secretary



**Atlas Honda Limited**

**Karachi Plant:** F-36, Estate Avenue, S.I.T.E., Karachi. **UAN :** 111-111-245, **Ph:** (92-21) 32575561-65, 32555561-5 **Fax:** (92-21) 32563758  
**Sheikhupura Plant:** 26-27 Km, Lahore-Sheikhupura Road, Sheikhupura. **Ph:** (92-56) 3406501-08, 3406007-8, 3406016 **Fax:** (92-56) 3406009

**Lahore Office:** 01 Mcleod Road Lahore-5400. **UAN:** (92-42)111-111-245, **Ph:** (92-42) 37225015-17, 37233515-17 **Fax:**(92-42) 37351119

**Faisalabad Office:** 1st Floor, Meezan Executive Tower, 4 - Liaquat Road, Faisalabad. **Ph:** (92-41) 2541011-15 **Fax:**(92-41) 2541017

**Multan Office:** Azmat Wasti Road, Multan. **UAN :** (92-61) 111-112-411 **Ph:** (92-61) 4571989, 4540054, 4570431-4 **Fax:** (92-61) 4541690

**Islamabad Office:** Islamabad Corporate Center Plot # 784/785 Gohra Road Islamabad. **Ph:** (92-51)5495921-7 **Fax:** (92-51)5495928

**Hyderabad Office:** Dawood Center 2nd Floor Auto Bahan Road, Latifabad, Hyderabad. **Ph:** (92-22) 3411361-9 **Fax:**(92-22) 3411370

**Rahimyar Khan Office:** Makhdoom Altaf Road, West Sadiq Canal Bank, Near City School, Rahim Yar Khan. **Ph:** (068) 5883415-19, 5888418-20 **Fax:**(068) 5883414

**NOTICE OF 56<sup>TH</sup> ANNUAL GENERAL MEETING**

Notice is hereby given that the Fifty Sixth Annual General Meeting of the members of Atlas Honda Limited will be held on Tuesday June 30, 2020, at 11:00 A.M., at the Registered Office, 1-McLeod Road, Lahore, to transact the following business:

**ORDINARY BUSINESS**

1. To confirm the minutes of the Extraordinary General Meeting held on March 13, 2020.
2. To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended March 31, 2020, together with the Directors' and Auditors' reports thereon.
3. To appoint auditors and fix their remuneration for the year ending March 31, 2021. The retiring auditors M/s ShineWing Hameed Chaudhri & Co., Chartered Accountants, being eligible have offered themselves for reappointment.
4. To consider and approve the payment of final cash dividend for the year ended March 31, 2020 @ 8.50 i.e. 85% per share as recommended by the Board. This is in addition to Rs. 6.50 per share i.e. 65% interim cash dividend already paid.

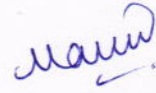
**OTHER BUSINESS**

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

By Order of the Board

Karachi: June 08, 2020



  
Marrium Ahmed  
Company Secretary

**NOTES:****i. Coronavirus Contingency Planning for Annual General Meeting of Shareholders.**

Due to current COVID-19 situation, the Government has suspended large public gatherings at one place. Additionally, the Securities and Exchange Commission of Pakistan (SECP) in terms of its Circular No.5 of 2020 issued on March 17, 2020 and Pakistan Stock Exchange Limited (PSX) through its notice Ref: PSX/N-372 dated March 19, 2020 has advised companies to modify their usual planning for general meetings for the safety and wellbeing of shareholders and the public at large.

Considering the SECP's directives, the Company intends to convene this AGM with minimal physical interaction of shareholders while ensuring compliance with the quorum requirements and requests the members to consolidate their attendance and voting at the AGM through proxies.

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The Company, furthermore, has made arrangements to ensure that all participants, including shareholders, can now participate in the AGM proceedings via video link. For this, members are required to email their Name, Folio Number, Cell No., and Number of Shares held in their name with subject "Registration for Atlas Honda Limited AGM" along with valid copy of CNIC (both sides) at investor.relations@atlashonda.com.pk Video link and login credentials will be shared with only those members whose emails, containing all the required particulars, are received at least 48 hours before the time of AGM.

Shareholders can also provide their comments and questions for the agenda items of the AGM at the email address investor.relations@atlashonda.com.pk

Members are therefore, encouraged to attend the AGM through video link or by consolidating their attendance through proxies

## ii. Closure of Share Transfer Books

The share transfer books of the Company will remain closed from June 16, 2020 to June 30, 2020 (both days inclusive). The transfers received at Company's Share Registrar namely M/S Hameed Majeed Associates (Private) Limited, H.M House, 7-Bank Square, Shahr-e-Quaid-e-Azam, Lahore, Pakistan by the close of business on June 15, 2020 will be considered in time for determination of entitlement of shareholders to cash dividend, bonus shares and to attend and vote at the meeting.

## iii. Participation in Annual General Meeting

A member entitled to attend, speak and vote at this Annual General Meeting shall be entitled to appoint another member, as a proxy to attend and vote on his / her behalf. The instrument appointing Proxy must be received at the Registered Office or Share Registrar of the Company not less than 48 hours before the time of the meeting. For the convenience of the members a Proxy Application Form is dispatched with the Annual Report 2020.

## iv. Further Guidelines for CDC Account Holders

Any Individual Beneficial Owner of CDC, entitled to vote at this Meeting, must bring his / her original Computerized National Identity Card (CNIC) to prove identity, and in case of proxy, a copy of shareholder's attested CNIC must be attached with the proxy form. Representatives of corporate members should bring the usual documents required for such purpose.

CDC Account Holders will also have to follow the under mentioned guidelines as laid down in Circular 1 dated January 26, 2000 issued by the Securities and Exchange Commission of Pakistan (SECP).

### 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 identity by showing his / her original Computerized National Identity Card (CNIC) or original passport at the time of attending the Meeting.
- (ii) Members registered on CDC are also requested to bring their particulars, I.D. Numbers and account numbers in CDS.

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- (iii) In case of corporate entity, the Board of Directors' resolution / power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) 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 detail is uploaded as per the regulations, shall submit the proxy form as per the above requirement.
- (ii) The proxy form shall be witnessed by the person whose name, address and CNIC number 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 (unless it has been provided earlier) along with proxy form to the Company.

**v. Change of Address**

Members holding physical shares are requested to notify any change in their addresses immediately to our Share Registrars, M/S Hameed Majeed Associates (Private) Limited, H.M House, 7-Bank Square, Shahrah-e-Quaid-e-Azam, Lahore, Pakistan.

**vi. Circulation of Annual Audited Accounts via Email / CD / USB / DVD or Any Other Media**

SECP through its SRO 470(1)/2016, dated May 31, 2016, has allowed companies to circulate the annual balance sheet, profit and loss account, auditors' report and Directors' report etc ("annual audited accounts") to its members through CD/DVD/USB at their registered addresses. In view of the above, the Company has sent its Annual Report 2020 to its shareholders in the form of CD. Any member requiring printed copy of Annual Report 2020 may send a request using a Standard Request Form placed on Company website.

Members are hereby informed that pursuant to SECP SRO 787(1)/2014 dated September 8, 2014, and under Section 223(6) of the Companies Act 2017, circulation of Audited Financial Statements and Notice of Annual General Meeting has been allowed in electronic format through email.

In compliance with the above requirements, soft copies of the Annual Report 2020 are being emailed to the members having opted to receive such communication in electronic format. Other members who wish to receive the Annual Report 2020 in electronic form may file an application as per the form at provided on the Company's website in compliance with the subject SRO. The members who have provided consent to receive Annual Report 2019 can subsequently request any other media including hard copy which shall be provided free of cost within seven days.

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Members are also requested to intimate any change in their registered email addresses on a timely manner, to ensure effective communication by the Company.

**vii. Dividend Mandate**

Under 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 directly into bank account designated by the entitled shareholders. In order to receive dividends directly into their bank account, shareholders are requested to fill in Electronic Credit Mandate Form available on Company's website i.e. <http://www.atlashonda.com.pk> and send it duly signed along with a copy of CNIC / NTN to the Registrar of the Company M/S Hameed Majeed Associates (Private) Limited, H.M House, 7-Bank Square, Shahrah-e-Quaid-e-Azam, Lahore, Pakistan in case of physical shares. In case shares are held in CDC then Electronic Credit Mandate Form must be submitted directly to shareholder's broker/ participant/CDC account services.

**viii. Unclaimed Dividend**

Pursuant to Section 244 of the Companies Act, 2017, any shares issued or dividend declared by the Company, which remain unclaimed or unpaid for a period of three years from the date it become due payable shall vest with the Federal Government after compliance of procedures prescribed under the Companies Act, 2017. Section 244(l)(a) of the ACT requires the Company to give a 90 days' notice to the members to file their claims with the Company. Further SECP vide Direction No. 16 of 2017 issued on July 07, 2017 directed all listed Companies issued such notice to the members and submit statement of unclaimed shares or dividend or any other instruments which remain unclaimed or unpaid for a period of three years from the date it is due and payable as of May 30, 2017.

**ix. Details of beneficial Ownership**

Attention of corporate entities / legal persons is also invited towards SECP Circular No. 16 and 20 of 2018. Respective shareholders (corporate entities / legal persons) are advised to provide the information pertaining to ultimate beneficial owners and / or other information as prescribed in the subject SECP Circulars to the Share Registrar of the Company.

**x. Zakat Declaration (CZ-50)**

Zakat will be deducted from the dividends at source at the rate of 2.5% of the paid-up value of the share (Rs. 10 each) and will be deposited within the prescribed period with the relevant authority. In case of claiming exemption, please submit your Zakat Declaration under Zakat and Ushr Ordinance, 1980 and Rule 4 of Zakat (Deduction and Refund) Rules, 1981, CZ-50 Form with our Share Registrar. Physical shareholders are requested to submit the said declaration to our Share Registrar in the proper manner. The Shareholders must write Atlas Honda Limited's name and their respective CDS A/C # or Folio numbers on Zakat Declarations at relevant place.



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**xi. Withholding Tax on Dividend**

Pursuant to the provisions of Finance Act, 2019, different rates are prescribed for deduction of withholding tax on the amount of dividend paid by the companies, as under:

|                                    |       |
|------------------------------------|-------|
| 'Filer' of Income Tax Return       | 15.0% |
| 'Non - filer' of Income Tax Return | 30.0% |

The 'Filer' is defined as a taxpayer whose name appears in the Active Tax-payers List (ATL) issued by Federal Board of Revenue (FBR) from time to time.

To enable the Company to withhold tax @ 15% for filers, all the shareholders are advised to ensure that their names appear in the latest available ATL on FBR website, otherwise tax on their cash dividend will be deducted @ 30% for non-filers.

In case of joint shareholder, each shareholder is to be treated individually as either a filer or non-filer and tax will be deducted on the basis of shareholding of each shareholder as may be notified by the shareholders, in writing as follows, to our share registrar, or if no such notification is received each shareholder shall be assumed to have an equal number of shares:

| Folio/<br>CDS | Total<br>Shares | Principal Shareholder |   | Joint Shareholder  |   |
|---------------|-----------------|-----------------------|---|--------------------|---|
|               |                 | Name &<br>CNIC No.    | Shareholding<br>proportion<br>(No. of shares) | Name &<br>CNIC No. | Shareholding<br>proportion<br>(No. of shares) |

The required information must reach the shares registrar of the Company by the close of business on June 15, 2020 otherwise it will be assumed that the shares are equally held by Principal shareholder and Joint shareholder(s).

As per FBR's clarification, the valid exemption certificate under section 159 of the ordinance is mandatory to claim exemption of withholding tax under clause 47B of part IV of 2<sup>nd</sup> Schedule of the Income tax Ordinance, 2001. Those who fall in the category mentioned in the aforesaid clause must provide valid tax exemption certificate to our share registrar, otherwise tax will be deducted on dividend amount as per rates prescribed in Section 150 of the Income tax Ordinance, 2001.

**xii. E-Voting**

Members can also exercise their right of E-voting subject to the requirements of S. 143 - 145 of the Companies Act 2017 and the applicable clauses of the Companies (Postal Ballot) Regulations 2018.

**xiii. Placement of Financial Statements on Website:**

The Financial Statements of the Company for the year ended March 31, 2020 along with reports have been placed on the website of the Company:

<https://www.atlashonda.com.pk/financial-reports/>

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**PROXY FORM**

I/We \_\_\_\_\_ of \_\_\_\_\_  
 being member (s) of Atlas Honda Limited and holder(s) of \_\_\_\_\_  
 Ordinary Shares as per Register Folio No. \_\_\_\_\_  
 and / or CDC Participant I.D. No. \_\_\_\_\_ and Sub  
 Account No. \_\_\_\_\_ hereby appoint \_\_\_\_\_  
 \_\_\_\_\_ of \_\_\_\_\_  
 or failing him / her \_\_\_\_\_ of \_\_\_\_\_  
 \_\_\_\_\_ as my/our Proxy to attend, act and  
 vote for me/us and on my/our behalf at the 56<sup>th</sup> Annual General Meeting of the Company  
 to be held at the Registered Office, 1-McLeod Road, Lahore, on Tuesday, June 30, 2020  
 at 11:00 a.m. and at any adjournment thereof.

As witness my/our hand this \_\_\_\_\_ day of \_\_\_\_\_ 2020  
 signed by the said \_\_\_\_\_ in the presence of

(Witness)

Signature must agree with the  
 Specimen signature registered  
 With the Company

|  |
|--|
| Affix<br>Revenue<br>Stamp<br><br>Signature |
|--|

**Notes:**

- Proxies in order be effective, must be received at the Company's Registered Office/Shares Registrar not less than 48 hours before the meeting and must be duly stamped, signed and witnessed.
- CDC shareholders and their proxies are requested to attach an attested photocopy of their CNIC or Passport with this proxy form before submission to the Company.



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