



## Crescent Steel and Allied Products Limited

9th Floor, SIDCO Avenue Centre, 264-R. A. Lines, Karachi-74200 Pakistan.  
Tel: +92 21 3567 4881-85 Fax: +92 21 3568 0476 E-mail: mail@crescent.com.pk

### **NOTICE OF 31<sup>st</sup> ANNUAL GENERAL MEETING**

Notice is hereby given that the 31<sup>st</sup> Annual General Meeting of shareholders of Crescent Steel and Allied Products Limited (the "Company") will be held on Monday, 28 September 2015 at 12:00 noon at Qasr-e-Noor, 9 E-2 Main Boulevard, Gulberg-III, Lahore to transact the following Ordinary Business:

1. To receive, consider and adopt the Reports of Directors and Auditors together with Audited Annual Unconsolidated and Consolidated Financial Statements for the year ended 30 June 2015.
2. To approve the payment of final cash dividend of Re.0.7 per share (i.e. @7%) for the year ended 30 June 2015.
3. To appoint Company's auditors for the financial year ending 30 June 2016 and to fix their remuneration.

BY ORDER OF THE BOARD  
**Muhammad Saad Thaniana**  
Company Secretary

Lahore: 07 September 2015

### **Notes**

#### **1. Right Shares and Book Closure:**

The Board of Directors of the Company in their meeting held on 22<sup>nd</sup> August 2015 has declared 25% right shares (25 shares for every 100 shares held) at Rs.58 per share (including a premium of Rs.48 per share) to all the members whose names will appear on the Company's register of members at the close of business on September 21, 2015. The Share Transfer Books of the Company will remain closed from 22 September 2015 to 28 September 2015 (both days inclusive). Transfers received in order at Share Registrar's Office, CorpTec Associates (Pvt) Limited, 503-E, Johar Town, Lahore by the close of business on 21 September 2015, will be treated in time for the entitlement of cash dividend and right shares to the transferees and to attend the meeting.

2. A member entitled to attend and vote at this meeting may appoint any other member as his/her proxy to attend and vote instead of him/her. A Proxy must be a member of the Company.
3. The instrument appointing a proxy and the power of attorney or other authority under which it is signed or a notarially attested copy of the power of attorney must be deposited at the Registered Office of the Company at least 48 hours before the time of the meeting.
4. Members who have deposited their shares into Central Depository Company of Pakistan Limited ("CDC") will further have to follow the under mentioned guidelines as laid down by the Securities and Exchange Commission of Pakistan.



Registered Office:  
BOP Tower, 10-B, Block E-2,  
Main Boulevard, Gulberg-III, Lahore.  
Phone: +92 42 3578 3801-03  
Fax: +92 42 3578 3811

Factory:  
A/25 S.I.T.E, Nooriabad-73090  
Dist. Jamshoro Sindh, Pakistan.  
Tel : +92 25 4670 020-22  
URL: www.crescent.com.pk



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

- a. In case of Individuals, the account holder and/or sub-account holder and their registration details are uploaded as per the CDC Regulations, shall authenticate his/her identity by showing his/her original CNIC or, original Passport at the time of attending the Meeting.
- b. In case of corporate entity, the Board's resolution/power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of the Meeting.

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

- a. In case of individuals, the account holder and/or sub-account holder and their registration details are uploaded as per the CDC Regulations, shall submit the proxy form as per above requirements.
- b. The proxy form shall be witnessed by two persons, whose names, addresses and CNIC numbers shall be mentioned on the form.
- c. Attested copies of the CNIC or the passport of beneficial owners and the proxy shall be furnished with the proxy form.
- d. The proxy shall produce his original CNIC or original passport at the time of the Meeting.
- e. In case of corporate entity, the Board's resolution/power of attorney with specimen signature shall be furnished (unless it has been provided earlier) along with proxy form to the Company.

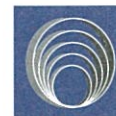
#### **5. Notice to Shareholders who have not provided CNIC:**

The Company has made several requests through advertisements in Urdu and English newspapers having circulation throughout the country and Independent Share Registrar of the Company has also sent letters through Registered Post to the shareholders who have not yet provided valid copies of their Computerized National Identity Card (CNIC), requesting them to provide their CNIC's. The directive of the Securities and Exchange Commission of Pakistan contained in S.R.O. 831(I)/2012 dated 5 July 2012 requires that the dividend warrants should bear the Computerized National Identity Card Numbers (CNIC) of the registered shareholders or the authorized person except in the case of minor(s) and corporate shareholders.

CNIC number of the shareholders is, therefore, mandatory for the issuance of future dividend warrants and in the absence of such information, payment of dividend may be withheld in term of SECP's above mentioned directive. Therefore, the shareholders who have not yet provided their CNICs are once again advised to provide the attested copies of their CNICs directly to our Independent Share Registrar at the address given herein above without any further delay.

#### **6. Mandate for E-DIVIDENDS for shareholders**

In order to make process of payment of cash dividend more efficient, e-dividend mechanism has been envisaged where shareholders can get amount of dividend credited into their respective bank accounts electronically without any delay. In this way, dividends may be instantly credited to respective bank accounts and there are no chances of dividend warrants getting lost in the



post, undelivered or delivered to the wrong address, etc. The Securities and Exchange Commission of Pakistan (SECP) through Notice No. 8(4) SM/CDC 2008 dated 5 April 2013 has advised all Listed Companies to adopt e-dividend mechanism due to the benefits it entails for shareholders. In view of the above, you are hereby encouraged to provide a dividend mandate in favour of e-dividend by providing dividend mandate form duly filled in and signed.

#### **7. Deduction of Income Tax from Dividend at Revised Rates**

Pursuant to the provisions of Finance Act, 2015 effective 1 July 2015, deduction of income tax from dividend payments shall be made on the basis of filers and non-filers as follows:

| <b>S.No</b> | <b>Nature of Shareholders</b>    | <b>Rate of deduction</b> |
|-------------|----------------------------------|--------------------------|
| 1           | Filers of Income Tax Return      | 12.5%                    |
| 2           | Non- Filers of Income Tax Return | 17.5%                    |

Income Tax will be deducted on the basis of Active Tax Payers List posted on the Federal Board of Revenue website.

Members seeking exemption from deduction of income tax or are eligible for deduction at a reduced rate are requested to submit a valid tax certificate or necessary documentary evidence, as the case may be.

#### **8. Placement of Financial Statements**

The Company has placed the Audited Annual Unconsolidated and Consolidated Financial Statements for the year ended 30 June 2015 along with Auditors and Directors Reports thereon on its website: [www.crescent.com.pk](http://www.crescent.com.pk)

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