



## **DOST STEELS LIMITED**

### **Notice of the 13<sup>th</sup> Annual General Meeting**

Notice is hereby given that the 13<sup>th</sup> Annual General Meeting of the Shareholders of M/s. Dost Steels Limited, will be held on Wednesday, November 30, 2016 at 11:30 a.m. at Pakistan Society for Training and Development, Plot # TC-3, 34<sup>th</sup> Street off Khayaban e Seher Phase V (Extension), Defence Housing Authority, Karachi 75500, to transact the following business:-

#### **Ordinary Business:**

1. To confirm the minutes of the last Extraordinary General Meeting held on October 27, 2016.
2. To receive, consider and adopt the annual audited accounts of the Company together with the Directors' and Auditors' reports thereon for the year ended June 30, 2016.
3. To appoint Auditors of the Company for the year ended June 30, 2017, and fix their remuneration. The Board of Directors have recommended for reappointment of M/s. Rehman Serfaraz Rahim Iqbal Rafiq, Chartered Accountants as an external auditors.


#### **Other Business:**

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

**Karachi**

Dated: November 10, 2016

**By order of the Board**

  
**Zia ur Rahim Khan**  
Company Secretary

## NOTES:

### 1. Closure of Share Transfer Books:

The Shares Transfer Books of the Company will remain close from November 24, 2016 to November 30, 2016 (both days inclusive). Transfers received at our registrar office THK Associates (Pvt.) Limited, 2<sup>nd</sup> Floor, State Life Building No. 3, Dr. Ziauddin Ahmed Road, Karachi, by the close of business on November 23, 2016 will be treated in time.

### 2. Proxy Form:

A member entitled to attend and vote at the meeting may appoint another member as his / her proxy who shall have such rights as respects attending, speaking and voting at the meeting as are available to a member.

### 3. Attendance and Verification:

Procedure including the guidelines as laid down in Circular No. I- Reference No. 3(5-A) Misc/ARO/LES/96 dated January 26, 2000 issued by Securities & Exchange Commission of Pakistan:

- a) Members, proxies or nominees shall authenticate their identity by showing their original national identity card or original passport and bring their folio numbers at the time of attending the meeting.
- b) In the case of corporate entity, Board of Directors' resolution/power of attorney and attested copy of the CNIC or passport of the nominee shall also be produced (unless provided earlier) at the time of meeting.
- c) In order to be effective, the proxy forms must be received at the office of our registrar not later than 48 hours before the meeting, duly signed and stamped and witnessed by two persons with their names, address, NIC numbers and signatures.
- d) In the case of individuals, attested copies of CNIC or passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- e) In the case of proxy by a corporate entity, Board of Directors resolution/power of attorney and attested copy of the CNIC or passport of the proxy shall be submitted alongwith proxy form.

### 4. Change in the Addresses:

Members are requested to submit copies of their CNICs and promptly notify any change in address by writing to the office of the registrar.

## IMPORTANT:

### Distribution of Accounts:

The audited financial statements of the Company for the year ended June 30, 2016 have been made available on the Company's website ([www.doststeels.com](http://www.doststeels.com)) in addition to annual and quarterly financial statements for the prior years.

Further this is to inform that in accordance with S.R.O. 470(I)/2016 dated May 31, 2016, the Company is pleased to circulate their annual financial statements to its members through CD/DVD/USB at their registered addresses.

