



02 April 2019

Mr. Muhammad Ghufan  
DGM- Companies Affairs  
Pakistan Stock Exchange Limited,  
Stock Exchange Building,  
Stock Exchange Road,  
Karachi – 74000.

GlaxoSmithKline Consumer  
Healthcare Pakistan Limited  
35-Dockyard Road,  
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**RE: NOTICE OF ANNUAL GENERAL MEETING**

Dear Sir,

Please find enclosed herewith a copy of the Notice of Annual General Meeting of GlaxoSmithKline Consumer Healthcare Pakistan Limited to be held at 11:30 a.m. on Tuesday, 23 April 2019 at Ramada Karachi Creek Hotel, Zulfiqar Street 1, DHA Phase 8, Karachi.

Kindly acknowledge receipt hereof.

Kind regards,

Yours sincerely,  
For and on behalf of  
GlaxoSmithKline Consumer Healthcare Pakistan Limited

**Mashal Mohammad**  
Company Secretary

Encl: as above.

C.c: Central Depository Company of Pakistan Limited  
CDC House, 99-B, Block – 6,  
S.M.C.H.S, Main Shahrah-e-Faisal, Karachi.



**NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given to the Members that the 4th Annual General Meeting of GlaxoSmithKline Consumer Healthcare Pakistan Limited will be held on Tuesday, 23 April 2019 at 11:30 a.m. at Ramada Karachi Creek Hotel, Zulfikar Street 1, DHA Phase 8, Karachi to transact the following business:

**ORDINARY BUSINESS**

- To receive, consider and adopt the audited Financial Statements together with the Directors' and Auditors' Report thereon for the year ended 31 December 2018.
- To consider, approve and declare the dividend on the ordinary shares of the Company. The Directors have recommended a final cash dividend of 50% (Rs. 5.00 per ordinary share of Rs. 10 each), for the year ended 31 December 2018.
- To appoint External Auditors of the Company for the ensuing year and to fix their remuneration. The Board of Directors, on the recommendation of Audit Committee of the Company, has proposed re-appointment of M/s Deloitte Yousuf Adli Chartered Accountants as external auditors, for the year ending 31 December 2019.
- To elect seven (7) Directors, as fixed by the Board, in accordance with the provision of Section 159 of the Companies Act, 2017, for a term of three (3) years commencing from 23 June 2019. The names of the retiring Directors of the Company, also eligible to offer themselves for re-election, are as follows:
 

1) Ms. Annelize Roberts	5) Syed Azeem Abbas Naqvi
2) Mr. Sohail Ahmed Malin	6) Mr. M. Z. Moin Mohajir
3) Syed Anwar Mahmood	7) Mr. Talal Javed Ahmed
4) Ms. Emine Tasci Kaya	

**ANY OTHER BUSINESS**

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

Karachi  
2 April 2019

By Order of the Board  
**MASHAL MOHAMMAD**  
Company Secretary

**Notes:**

- The Share Transfer Books of the Company will be closed for determining the entitlement for the payment of Final Dividend from 17 April 2019 to 23 April 2019 (both days inclusive). Transfer requests received at the Office of the Share Registrar of the Company at Central Depository Company of Pakistan Limited, CDC House, 99-B, Block - B, S.M.C.H.S., Main Shahrah-e-Faisal, Karachi at the close of business on 16 April 2019 (Tuesday) will be treated in time for the purposes of entitlement to the transferees.
- A Member entitled to attend and vote at the Meeting may appoint another Member as his/her Proxy to attend, speak and vote at the Meeting on his/her behalf. Instrument appointing Proxy must be deposited at the Office of the Share Registrar of the Company at Central Depository Company of Pakistan Limited, CDC House, 99-B, Block - B, S.M.C.H.S., Main Shahrah-e-Faisal, Karachi not less than 48 hours before the time of the meeting.
- Shareholders are requested to notify the Company's Share Registrar if there is any change in their registered postal addresses.
- Any person who seeks to contest the election of Directors shall file with the Company at its registered office, not later than fourteen (14) days before the above said meeting his/her intention to offer himself/herself for the election of the Directors in terms of Section 159(3) of the Companies Act, 2017 together with:
  - Consent to act as Director under Section 167(1) of the Act on a duly filled and signed Form 28
  - Declaration for eligibility to act as Director of listed company and awareness of duties and powers of Directors under the Companies Act, 2017, Memorandum and Articles of Association of the Company, Rule Book of Pakistan Stock Exchange Limited and the Listed Companies (Code of Corporate Governance) Regulations, 2017 and other relevant laws and regulations
  - Declaration of independence in terms of Section 168(2) of the Companies Act, 2017 as required under Listed Companies (Code of Corporate Governance) Regulations, 2017 (applicable only for person filing consent to act as an independent Director of the Company)
  - A detailed profile along with office address for placement on the Company's website
  - Detail of other directorship and offices held
  - Copy of valid CNIC (in case of Pakistan national) / Passport (in case of foreign national), and NTN & Folio No./CDC Investors Account No./CDC Sub-Account No (applicable for person filing consent for the first time)

5. CDC Account Holders will further have to follow the undermentioned guidelines as specified by the Securities and Exchange Commission of Pakistan (SECP).

**A. For Attending the Meeting:**

- 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.
- 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 the meeting.

**B. For Appointing Proxies:**

- 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.
- The Proxy Form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- Attested copies of CNIC or the passport of the beneficial owners and the Proxy shall be furnished with the Proxy Form.
- The Proxy shall produce his/her original CNIC or original passport at the time of the meeting.
- In case of a 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.

6. Shareholders holding physical shares are also required to bring their original CNIC and/or copy of CNIC of shareholder(s) of whom he/she/they hold Proxy(ies). Such shareholder(s) shall not be allowed to attend and/or sign the Register of Shareholders/Members at the AGM without such CNIC(s).

**7. Submission of Copy of CNIC/NTN (MANDATORY):**

Further to SECP's directives, including SRO 831(1)/2012 and other relevant rules, the electronic dividend should also bear CNIC number of the registered shareholder or the authorized person, except in the case of minor(s) and corporate shareholders. As per Regulation No. 6 of the Companies (Distribution of Dividend) Regulations, 2017 and Section 243(2) of the Companies Act, 2017, the Company will be constrained to withhold payment of dividend to shareholders, in case of non-availability of identification number of the shareholder, or authorized person (CNIC or NTN).

Accordingly, the individual Members who have not yet submitted a copy of their valid CNIC to the Company/Share Registrar are once again requested to send their CNIC copy at the earliest directly to the Company's Share Registrar at Central Depository Company of Pakistan Limited, CDC House, 99-B, Block - B, S.M.C.H.S., Main Shahrah-e-Faisal, Karachi. Corporate entities are requested to provide their National Tax Number (NTN) and Folio Number along with the authorized representative's CNIC copy.

**8. Payment of Cash Dividend Through Electronic Mode (Mandatory):**

In accordance with Section 242 of the Companies Act, 2017 and Regulation No. 4 of the Companies (Distribution of Dividends) Regulations, 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 dividend directly into their bank account, shareholders are requested to fill in "E-Dividend Mandate Form" available on Company's website i.e. [www.pk-consumerhealthcare.gsk.com](http://www.pk-consumerhealthcare.gsk.com) and send it duly signed along with a copy of CNIC to the Registrar of the Company i.e. Central Depository Company of Pakistan Limited, Shares Registrar Department, CDC House 99-B, Block B S.M.C.H.S., Main Shahrah-e-Faisal, Karachi in case of physical shares.

In case shares are held in CDC then "E-Dividend Mandate Form" must be submitted directly to shareholder's broker/participant/CDC account services.

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

SECP through its SRO 470(1)/2016, dated 31 May 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 obtained shareholders' approval in its Extra Ordinary General Meeting held on 20 November 2017 in this regard. The Company has sent its Annual Report 2017 to its shareholders in the form of CD. Any Member requiring printed copy or electronic format through email of Annual Report 2018 may send a request using a Standard Request Form as annexed and placed on Company's website as well: [www.pk-consumerhealthcare.gsk.com](http://www.pk-consumerhealthcare.gsk.com).

Members are hereby informed that pursuant to SECP SRO 787(1)/2014 dated 8 September 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. Members can request a hard copy of the same, which shall be provided free of cost within seven (7) days from receipt of requisition.

**10. Revision of Withholding Tax on Dividend Income:**

Please further note that under Section 150 of the Income Tax Ordinance, 2001 and pursuant to Finance Act 2017 withholding tax on dividend income will be deducted for "Filer" and "Non-Filer" shareholders @ 15% and 20% respectively. According to clarification received from Federal Board of Revenue (FBR) withholding tax will be determined separately on "Filer/Non-Filer" status of Principal shareholder as well as Joint Holder(s) based on their shareholding proportions, in case of joint accounts.

In this regard, all shareholders who hold shares with joint shareholders are requested to provide shareholding proportions of Principal shareholder and Joint Holder(s) in respect of shares held by them to our Share Registrar, in writing as follows:

Folio/CDS Account #	Total Shares	Principal Shareholder		Joint Shareholder	
		Name and CNIC #	Shareholding Proportion (No. of Shares)	Name and CNIC #	Shareholding Proportion (No. of Shares)

**Notes:**

- The required information must reach our Share Registrar by 16 April 2019, otherwise it will be assumed that the shares are equally held by Principal shareholder and Joint Holder(s) and tax will be deducted accordingly.
- Shareholders are therefore requested to please check and ensure filer status from Active Taxpayers List (ATL) available at FBR website <http://www.fbr.gov.pk/> as well as ensure that their CNIC/Passport number has been recorded by the Participant/Investor Account Services or by Share Registrar (in case of physical shareholding). Corporate bodies (non-individual shareholders) should ensure that their names and National Tax Numbers (NTN) are available in ATL at FBR website and recorded by respective Participant/Investor Account Services or in case of physical shareholding by Company's Share Registrar.
- Withholding tax exemption from dividend income shall only be allowed if a copy of valid tax exemption certificate is made available to the Company's Share Registrar by 16 April 2019.

**11. UNCLAIMED DIVIDENDS/SHARES:**

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 becomes due payable shall vest with the Federal Government after compliance of procedures prescribed under the Company Act, 2017. Section 244(1)(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 7 July 2017 directed all listed Companies issue 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 (3) years from the date it is due and payable as of 30 May 2017.

**12. Postal Ballot/E-Voting:**

In accordance with the Companies (Postal Ballot) Regulations, 2018, for the purpose of election of Directors and for any other agenda item subject to the requirements of Section 143 and 144 of the Companies Act, 2017, Members holding in aggregate 10% or more shareholding as per law, will be allowed to exercise their right of vote through postal ballot i.e. by post or e-voting, in the manner and subject to conditions contained in aforesaid Regulations.

**13. Consent for Video Conference Facility:**

In accordance with Section 132(2) of the Companies Act, 2017, Members can also avail video conference facility. If the Company receives consent from Members holding in aggregate 10% or more shareholding residing at a geographical location other than the city of the Meeting, to participate in the Meeting through video conference at least 7 days prior to the date of the Annual General Meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that city. In this regard, please fill the following form and submit the same to the registered address of the Company 7 days before holding of the Annual General Meeting. The Company will intimate to Members regarding the venue of video conference facility at least 5 days before the date of the Annual General Meeting along with complete information necessary to enable them to access such facility.

I/We, \_\_\_\_\_ of \_\_\_\_\_ being a Member of GlaxoSmithKline Consumer Healthcare Pakistan Limited, holder of \_\_\_\_\_ ordinary share(s) as per Registered Folio/CDC Account No. \_\_\_\_\_ hereby opt for Video Conference Facility at \_\_\_\_\_

Signature of Member

