



# HAFIZ LIMITED

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the **65th Annual General Meeting** of shareholders of the HAFIZ LIMITED will be held **Insha-Allah on Thursday, 27th October, 2016 at 11:00 a.m.** at the Registered Office of the Company, 97, Alliance Building, 2<sup>nd</sup> Floor, Moolji Street, Mereweather Tower, Karachi for the following purposes:

1. To confirm the Minutes of last Annual General Meeting held on 28<sup>th</sup> October, 2015.
2. To receive, consider and adopt the Annual Audited Accounts of the company for the year ended 30<sup>th</sup> June, 2016 together with the Directors' and Auditors' reports thereon.
3. To approve as recommended by the directors, the payment of Cash Dividend @ 15% Rs.1.50 per share for the year ended 30<sup>th</sup> June, 2016.
4. To appoint Auditors for the year ending 30<sup>th</sup> June, 2017 and to fix their remuneration.
5. To transact any other business of the Company with the permission of the Chair.

By order of the Board

**S. Shafiq Hassan**  
Company Secretary

Karachi: 29th September, 2016.

### **Notes:- Participation in the Annual General Meeting**

A member entitled to attend and vote at this meeting is entitled to appoint another person as his/her proxy to attend and vote. Proxies in order to be effective must be received at the Registered Office of the Company duly stamped and signed not less than 48 hours before the meeting.

**2- CDC Account holders will further have to follow the under mentioned guidelines as laid down in Circular-1 dated 26 January 2000 issued by the Securities and Exchange Commission of Pakistan:**

#### **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 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 the case of corporate entities, 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**

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 regulations, shall submit the proxy form as per the above requirement.

ii) The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.

iii) Attested copies for CNIC or the passport of the beneficial owners and of 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 the meeting.

---

#### **Head Office:**

97, Alliance Building, 2nd Floor, Moolji Street,  
Opp. Mereweather Tower, Karachi-74000.  
Tel: 021-32440371, 021-32432896  
Fax: +92-21-32440372

**Email:** htm1951@hotmail.com  
info@hafiztm.com

**Website:** www.hafiztm.com

#### **Mills Address:**

D-9, S.I.T.E., Manghopir Road,  
Karachi.  
Tel: 021-32567863.



# HAFIZ LIMITED

v) In the case of a corporate entity, the Board of Directors' resolution/power of attorney with specimen signature of the person nominated to represent and vote on behalf of the corporate entity shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

### 3- Closure of Share Transfer Books

The share transfer books of the Company will remain closed and no transfer of shares will be accepted for registration from **Monday, 24th October, 2016** to **Sunday, 30th October, 2016** (both days inclusive). Transfers received in order at the Share Registrars' office by the close of business on Sunday, **23rd October, 2016** will be treated in time for the purpose of payment of final cash dividend, if approved by the Shareholders.

### 4- Change in Address

Members are requested to promptly notify any change in their addresses.

### 5-Submission of copies of CNIC (MANDATORY)

Pursuant to the directive of the Securities & Exchange Commission of Pakistan Circular No.EMD/D-II/Misc/2009-1342 dated April 4, 2013, CNIC numbers of shareholders are mandatorily required to be mentioned on dividend warrants. Shareholders are, therefore, requested to submit a copy of their CNIC (if not already provided) to the Company's Share Registrar, **M/s.F.D. Registrar Services (SMC-Pvt.) Ltd.** 1705, 17<sup>th</sup> floor, Saima Trade Tower-A, I.I. Chundrigar road, Karachi-74000.

### 6-Audited Financial Statements Through E-MAIL

SECP through its notification SRO 787(1)/2014 dated September 8, 2014, has allowed the circulation of Audited Financial Statements along with the Notice of Annual General Meeting to the members of the company through e-mail. Therefore, all members who wish to receive the soft copy of Annual Report are requested to send their e-mail addresses.

### 7- Deduction of Income Tax from Dividend U/s150 of the Income Tax ordinance, 2001

The provisions of the Finance Act, 2016 effective July 01, 2016, have introduced the concept of recognizing a person as a filer or a non-filer of income tax. Income tax will be withheld on payment of dividend at 12.5% for filers as the Active Taxpayers List (ATL) on FBR's portal on the dividend distribution date i.e.23rd October, 2016. In case a shareholder is not on the ATL on the above date, the 20% rate for non-filers will be applied. Since the said ATL list contains CNIC, we will be deducting tax where CNIC matches with the list provided by the FBR and in case of no match, tax will be deducted at the rate of 20% as Tax Return Non-Filer.

### 8- Taxation for joint shareholdings

Information in respect of joint shareholding is to be provided on the format given below to compute withholding tax of each shareholder accordingly.

Name of Shareholder (principal / joint holders)	Folio / CDC Acct. No.	No of Shares OR % (Proportion)	CNIC No.	Signature

The information must reach the office of the Independent Share Registrar i.e. **M/s .F.D. Registrar Services (SMC-Pvt.) Ltd.** 1705, 17<sup>th</sup> Floor, Saima Trade Tower-A, I.I. Chundrigar road, Karachi-74000 latest by October 23, 2016 otherwise each account holder will be assumed to hold equal proportion of shares.

#### Head Office:

97, Alliance Building, 2nd Floor, Moolji Street,  
Opp. Mereweather Tower, Karachi-74000.  
Tel: 021-32440371, 021-32432896  
Fax: +92-21-32440372

**Email:** [htm1951@hotmail.com](mailto:htm1951@hotmail.com)  
[info@hafiztm.com](mailto:info@hafiztm.com)

**Website:** [www.hafiztm.com](http://www.hafiztm.com)

#### Mills Address:

D-9, S.I.T.E., Manghopir Road,  
Karachi.  
Tel: 021-32567863.