



Habib-ADM Ltd.

NOTICE OF THE EXTRA ORDINARY GENERAL BODY MEETING

Notice is hereby given that an Extra Ordinary General Body Meeting of the members of the Company will be held on Saturday, 20 May, 2017 at 11:30 a.m. at The Institute of Chartered Accountants of Pakistan (ICAP) Auditorium Hall, D-31/8, Chartered Accountants Avenue, Clifton, Karachi to transact the following business:

1. To confirm the minutes of the 36th Annual General Meeting held on Monday, 26 September, 2016.
2. To elect seven Directors of the Company as fixed by the Board of Directors in their meeting held on Saturday, 15 April, 2017 for a period of three years commencing from 06 June, 2017 in accordance with the provision of Section 178 of the Companies Ordinance, 1984. The names of retiring Directors are Mr. Gaffar A. Habib, Mr. Owais G. Habib, Dr. Howard J. Synenberg, Mr. Tufail Y. Habib, Ms. Fatemah G. Habib, Dr. Salma Habib and Mr. Daniyal Ghani.
3. To transact such other business as may be placed before the meeting with the permission of the Chairman.

By Order of the Board

Ali Asghar Rajani
Company Secretary

Karachi, April 15, 2017

NOTES:

- i) The Share Transfer Books of the Company will remain closed from 13 May, 2017 to 20 May, 2017 (both days inclusive). Transfers received in order at the office of our Share Registrar M/s. THK Associates (Pvt.) Limited, 1st Floor, 40 - C, Block - 6, P.E.C.H.S., Karachi at the close of the business on 12 May, 2017 will be treated in time to determine the right to attend the Extra Ordinary General Body Meeting.
- ii) Any member who seeks to contest election of the office of Directors including the retiring directors shall file with the Company at its Registered Office situated at 2nd Floor, UBL Building, I.I. Chundrigar Road, Karachi, a notice of his/her intention to offer himself/herself for election along with a consent to act as director of the Company not later than 14 days before the date of the Extra Ordinary General Body Meeting. The consent should accompany the relevant declarations as required under the Code of Corporate Governance and a detailed profile along with his/her office address as required under SECP's SRO 25(1) 2012 dated January 16, 2012.
- iii) A member entitled to vote at the meeting may appoint a proxy. Proxies, in order to be effective, must be received at the Registered Office of the Company duly stamped and signed not later than 48 hours before the meeting. A proxy must be a member of the Company.
- iv) Shareholders who have deposited their shares into Central Depository Company of Pakistan Limited must bring his/her participant ID number and Account / Sub-Account number along with their Original Computerized National Identity Card (CNIC) or Original Passport at the time of attending the meeting. If proxies are granted by such shareholders the same must be accompanied with attested copies of the CNIC or the Passport of the beneficial owners. Representatives of corporate members should bring the Board of Director's Resolution and/or Power of Attorney and the Specimen Signature of the Nominee.



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- v) Members who have not yet submitted photocopy of their CNIC are requested to send the same to the Share Registrar of the Company at the earliest.
- vi) Shareholders are requested to immediately notify the change of address, if any at our Share Registrar / Transfer Agent M/s. THK Associates (Pvt.) Limited, 1st Floor, 40 - C, Block - 6, P.E.C.H.S., Karachi.
- vii) Members can also avail video conference facility at Lahore and Islamabad. In this regard, please fill the following form and submit to registered address of the Company 10 days before holding of the Extra Ordinary General Body Meeting.

If the Company receives consent from members holding in aggregate 10% or more shareholding residing at a geographical location, to participate in the meeting through video conference at least 10 days prior to date of meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that city.

The Company will intimate members regarding venue of video conference facility at least 5 days before the date of the Extra Ordinary General Body Meeting along with complete information necessary to enable them to access such facility.

I/We, _____ of _____ being a member of Habib - ADM Ltd,
holder of _____ ordinary share(s) as per Register Folio/CDC Account No. _____
hereby opt for video conference facility at _____

Signature of Members



Habib-ADM Ltd.

PROXY FORM

I/We
of
being a member(s) of HABIB-ADM LIMITED, and a holder of
Ordinary Shares as per Share Register Folio Number
and/or CDC Account and participant's I.D. Numbers

hereby appoint Folio No. of
or failing him/her Folio No. of

another member of HABIB-ADM LIMITED as my/our proxy to vote for me/us and on my/our behalf at the Annual General Meeting of the Company to be held on May 20, 2017 and at any adjournment thereof.

Signed this Day of

Revenue Stamp Five Rupees

SIGNATURE OF MEMBER(S)

(Signature should agree with the specimen signature registered with the Company)

- i) A member entitled to attend the Extra Ordinary General Meeting is entitled to appoint a Proxy to attend and vote instead of him/her. No person shall act as Proxy (except for a corporation) unless he/she is entitled to be present and vote in his/her own right.
- ii) CDC account holder or sub-account holder appointing a Proxy should furnish attested copies of his/her own as well as the Proxy's NIC/Passport with the proxy form. The Proxy shall also produce his/her original NIC or Passport at the time of the meeting. In case of Corporate entity, the Board of Directors' Resolution/Power of Attorney with specimen signature shall be submitted along with proxy form.
- iii) The instrument appointing a Proxy should be signed by the member or by his/her attorney duly authorised in writing. If the member is a corporation, its common seal (if any) should be affixed to the instrument.
- iv) The proxy forms shall be deposited at the Registered Office of the Company not less than 48 hours before the time of the meeting.

BOOK POST
PRINTED MATTER

TO

If undelivered please return to :



Habib-ADM Ltd.

2nd Floor, UBL Building, I.I. Chundrigar Road,
Karachi-74000 Pakistan.

Telephone : (0213) 2411887

Fax : (0213) 2414581