



Habib Rice Products Ltd.

World's Oldest and Most Diversified Producers of Organic & Non GM Conventional Rice Based Sweeteners, Polyols and Protein Concentrates.

Ref No.: HRPL/2021/264

September 30, 2021

✓ **The General Manager**
Pakistan Stock Exchange Limited
Stock Exchange Building,
Stock Exchange Road,
Karachi.

Sub: Notice of 41st Annual General Meeting

Dear Sir,

Enclosed find a copy of the Notice of 41st Annual General Meeting to be held virtually via video-link / Zoom Cloud meeting for the wellbeing of shareholders in light of the threat posed by the evolving COVID-19 situation, on Tuesday, October 26, 2021 at 11:00 a.m. at Karachi.

We have attached herewith the Press clipping published in Business Recorder English and Daily Express Urdu on September 30, 2021 in respect of the Annual General Meeting of Habib Rice Products Ltd., for circulation amongst the TRE Certificate Holders of the Exchange.

Thanking you,

Yours Faithfully,

For: Habib Rice Products Ltd.


Jamshed Ali Khan
Chief Financial Officer


Hussain Ali
Sr. Accountant

Encl: As Stated Above

C.C. to:

1. Securities & Exchange Commission of Pakistan, Islamabad.
2. Head of Operations, Central Depository Co. of Pakistan Ltd., Karachi.
3. Share Registrar: THK Associates (Pvt) Ltd., Karachi.



Habib Rice Products Ltd.

2nd Floor, UBL Building, I.I.Chundrigar Road, Karachi-74000, Pakistan Tel: +92-21-32411887 Fax: +92-21-32414581

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the 41st Annual General Meeting of the Shareholders of Habib Rice Products Ltd. will be held virtually via video-link/Zoom Cloud meetings for the wellbeing of shareholders in light of the threat posed by the evolving COVID-19 situation, on Tuesday, October 26, 2021 at 11:00 a.m. at Karachi, to transact the following business:

ORDINARY BUSINESS

1. To confirm the minutes of the Annual General Meeting held on Wednesday, October 28, 2020.
2. To receive and adopt the Director's Report and Audited Financial Statements of the Company for the year ended June 30, 2021.
3. To approve the Final Cash Dividend for the year ended June 30, 2021 @ 60% i.e. Rs.3.00 per share of Rs.5 each in addition to 40% Interim Cash Dividend already declared/paid to the members as recommended by the Board of Directors.
4. To appoint Auditors for the year ending on June 30, 2022 and fix their remuneration.
5. 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:
September 16, 2021

NOTES

1. Attendance of AGM through video-link

The entitled shareholders whose name appear in the Books of the Company by the close of business on October, 15, 2021 who are interested to attend AGM through online platform are hereby requested to get themselves registered with the Company Secretary Office by providing the following details at the earliest but not later than 48 hours before the time of AGM at hal-adm@hotmail.com

Name of Shareholders	CNIC No.	Folio No. / CDS No.	Cell Number	Email Address

Upon receipt of the above information from interested shareholders, the Company will send the login details at their email addresses. The Company will convene the meeting through "Zoom Cloud Meetings" which can be downloaded from Google Play or Apple App store. Our shareholders are therefore requested to download the application ahead of the meeting. On the AGM day, shareholders will be able to login and participate in the AGM proceedings through their smart phones or computer devices from any convenient location.

The login facility will be opened 30 minutes before the meeting time to enable the participants to join the meeting after identification and verification process.

The entitled shareholders (whose name appeared in the Books of the Company by the close of business on October 15, 2021) along with the details mentioned above may send their comments/suggestions for the proposed Agenda items at the above email address at least 48 hours before the meeting.

2. Electronic Notice of AGM

The Company has been dispatching the Notice of AGM to all the members through post to their registered address. In addition, the Notice along with proxy form is available on the Company's website <https://www.hal-financialstatement.com> and has been sent to the PSX via the PUCARS system. In the event of any difficulty in accessing the Notice or the proxy form, members can contact the Company by e-mail at hal-adm@hotmail.com. The Company will send a copy of the Notice and proxy form via e-mail only to those members who place a request in writing and have provided their e-mail addresses to the Share Registrar of the Company THK Associates (Pvt) Limited.

3. Closure of Share Transfer Books

The share transfer books of the Company will remain closed from October 18, 2021 to October 26, 2021 (both days inclusive). Transfers received in order at the office of our Share Registrar, M/s. THK Associates (Pvt) Limited, Plot No. 32-C, Jami Commercial Street-2, D.H.A., Phase-VII, Karachi at the close of the business on October 15, 2021 will be treated in time to determine the right to attend the Annual General Meeting.

4. Participation in General Meeting

A member of the company entitled to attend and, speak and vote at this meeting may appoint any other member, as his/her proxy to attend, speak and vote in his/her behalf. Proxies, in order must be received at the Company's Share Registrar Office not later than 48 hours prior to the meeting.

CDC Account holders will further have to follow the under mentioned guidelines as laid down in Circular No.1 dated January 26, 2000 issued by the Securities & Exchange Commission of Pakistan (SECP).

A. For Attending the Meeting

- 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 authenticate his/her identity by showing his/her original Computerized National Identity Card (CNIC) or original Passport at the time of attending the meeting through video-link.
- ii. 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 meeting through video-link.

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 the regulations, shall submit the proxy form as per the above requirement.
- ii. The proxy form shall be witnessed by two persons whose names, address and CNIC/Passport Numbers shall be mentioned on the form.

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- iii. Attested copies of CNIC or Passport of the beneficial owners and 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.
- v. In case of 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.

5. Change of Address

Members are requested to notify any change in their addresses and their contact numbers immediately to our Share Registrar, M/s. THK Associates (Pvt) Limited.

6. Submission of CNIC or Passport

Pursuant to the directive of the Securities & Exchange Commission of Pakistan (SECP), it is mandatory to mention CNIC number of member on members' register and other statutory returns. Those shareholders who have not submitted copy of their CNIC to the Company are once again requested to submit copy of their CNIC, otherwise the Company will be constrained under Section 243(2)(a) of the Companies Act, 2017 to withhold dividend of such shareholders.

7. E-Dividend (Mandatory)

In accordance with the provision of Section 242 of the Companies Act and Companies (Distribution of Dividends), Regulation 2017, a listed Company, is required to pay cash dividend to the shareholders ONLY through electronic mode directly into the bank account designated by the entitled shareholders. In this regard, Habib Rice Products Ltd. has already sent letters with Electronic Credit Mandate Forms to the shareholders. E-Dividend form is also available on Company's website i.e. www.hal-financialstatement.com

Those shareholders who have still not provided their IBAN are once again requested to fill in "Electronic Credit Mandate Form" as reproduced below and send it duly signed along with a copy of valid CNIC to their respective CDC participant/CDC Investor account service (in case of shareholding in Book Entry Form) or to the Company's Share Registrar, M/s. THK Associates (Pvt) Limited, Plot No. 32-C, Jami Commercial Street-2, D.H.A., Phase-VII, Karachi. (in case of shareholding in Physical Form).

Details of Shareholder of Habib Rice Products Ltd.	
Name of the shareholder	
Father/Husband Name	
Folio No. /CDC Account and Participant's I.D	
CNIC No. NICOP No.	
Passport No. (in case of foreign shareholder)	
NTN (in case of corporate shareholders)	
Mobile / Landline number	
Email Address	
Shareholders' Bank details	
Title of Bank Account (the bank account title must be in the name of the title holder/principle holder of the shares)	
International Bank Account Number (IBAN)-24 Digits "Mandatory" P K	
(Kindly Provide your accurate IBAN after consulting with your respective bank branch since in case of any error or omission in given IBAN, the Habib Rice Products Ltd. and Central Depository Company of Pakistan Limited (CDC) will not be held responsible, in any manner, for any loss or delay in your cash dividend payment).	
Bank's Name	
Branch's Name and Address	

8. Deduction of Income Tax

The withholding tax rates on the amount of dividend are as under:

- (a) Rate of tax deduction appearing in Active Taxpayer List (ATL) 15%
- (b) Rate of tax deduction not appearing in Active Taxpayer List (ATL) 30%

To enable the Company to make tax deduction on the amount of cash dividend @15% instead of 30%, all the shareholders whose names are not entered into the Active Taxpayers List (ATL) provided on the website of FBR, despite the fact that they are filers, are advised to make sure that their names are entered into ATL before the date of approval of the cash dividend, at the Annual General Meeting on October 26, 2021, otherwise tax on their cash dividend will be deducted @ 30% instead of 15%.

In case of Joint account, each holder is to be treated individually as appearing in ATL or not appearing in ATL and tax will be deducted on the basis of shareholding of each joint holder as may be notified by the shareholder, in writing as follows, to our Share Registrar, or if not so notified, each joint holder shall be assumed to have an equal number of shares.

Company Name	Folio / CDC Account No.	Total Shares	Principal Shareholders		Joint Shareholders	
			Name and CNIC #	Shareholding Proportion (No. of Shares)	Name and CNIC #	Shareholding Proportion (No. of Shares)

The Corporate shareholders having CDC account are required to have their National Tax Number (NTN) updated with their respective participants, whereas physical shareholders should send a copy of their NTN certificate to the Company or Company's Share Registrar, M/s. THK Associates (Pvt) Limited. The shareholders while sending NTN or NTN certificates, as the case may be, must quote company name and their respective Folio numbers.

9. Transmission of Financial Statements and Notices through Email

Shareholders have an option to receive Annual Audited Financial Statements and Notice of Annual General Meeting through email. Shareholders of the Company are requested to give their consent on prescribed format placed on the Company's website www.hal-financialstatement.com to our Shares Registrar, M/s. THK Associates (Pvt) Limited at Plot No. 32-C, Jami Commercial Street-2, D.H.A., Phase-VII, Karachi, to update our record if they wish to receive Annual Audited Financial Statements and Notice of Annual General Meeting through email. However, if a shareholder, in addition, requests for a hard copy of the Audited Financial Statements, the same shall be provided free of cost within seven (07) days of receipt of such request.

For any query/clarification/information, the shareholder may contact the Company. and/or the Share Registrar at the following addresses:

<p><i>Company Address:</i> Habib Rice Products Ltd. 2nd Floor, UBL Building, I.I. Chundrigar Road, Karachi Phone: (+92-21) 32411887, Fax: (+92-21) 32414581 e-mail: hal-adm@hotmail.com</p>	<p><i>Share Registrar Address:</i> M/s. THK Associates (Pvt) Limited Plot No. 32-C, Jami Commercial Street-2, D.H.A., Phase-VII, Karachi. UAN: (021) 111-000-322 Fax: (021) 34168271 e-mail: secretariat@thk.com.pk</p>
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