



# INVEST & FINANCE SECURITIES LIMITED.

**Registered Office:** 12th Floor, Corporate Tower, Technocity Building, Hasrat Mohani Road, Off: I. I. Chundrigar Road, Karachi, Pakistan. Ph: (+92 21) 32276932-35; Fax: (+92 21) 32276969

## NOTICE OF EXTRAORDINARY GENERAL MEETING

Notice is hereby given that an Extraordinary General Meeting of the Members of Invest and Finance Securities Limited ('the Company') will be held on Thursday, March 26, 2015 at 10.00 am at Seminar Hall, Institute of Cost and Management Accountants of Pakistan, City Campus, Plot No. 36/4, Hussain Shah Shaheed Road, Soldier Bazar, Karachi, Pakistan; to transact the following businesses:

1. To confirm the minutes of Fifteenth Annual General Meeting of the Company held on August 29, 2014;
2. To elect seven Directors of the Company, as fixed by the Board of Directors in accordance with the provisions of Section 178(1) of the Companies Ordinance, 1984, for a period of three years. The retiring Directors are: Mr. Muhammad Sohail Dayala, Mrs. Halima Dayala, Syed Kaleem Akhtar, Mr. Muhammad Awais, Mr. Ahmad Zakir Hafeez, Mr. Shakeel Ahmed and Syed Rashid Ali. The retiring Directors are eligible for re-election;
3. To transact any other business with the permission of the Chair.

By order of the Board

**MUHAMMAD AWAIS**

Director & Company Secretary

Karachi: March 04, 2015

### NOTES:

1. The Share Transfer Books of the Company will remain closed for the period from March 20, 2015 to March 26, 2015 (both days inclusive) and no transfer of shares will be accepted for registration during this period. Transfers received in order at the Office of Company's Share Registrar M/s. Technology Trade (Private) Limited, Dagia House, 241-C, Block-2, P.E.C.H.S., Off: Shahra-e-Quaideen, Karachi, Pakistan ('Registrar') at the close of business on March 19, 2015 will be considered in time to attend and vote at the Meeting.
2. Members (Non-CDC) are requested to promptly notify change in their addresses, if any, to the Registrar of the Company. All Members holding their shares in book entry form in CDS are requested to please update their particulars with their Participants.
3. Members (Non-CDC) are requested to provide their valid CNIC/NTN & Dividend Mandate Information to the Registrar of the Company, if not provided earlier. Members holding their shares in book entry form in CDS are requested to please update their CNIC/NTN and Dividend Mandate Information with their Participants, if not updated earlier.
4. A member of the Company entitled to attend and vote at this meeting, may appoint another member as his/her proxy to attend and vote instead of him/her. Proxies, in order to be effective, must be received at the Registered Office of the Company not less than 48 hours before the time for holding the meeting.
5. a) Individual beneficial owner of CDC entitled to attend and vote at the meeting must bring his/her Participant ID and Account/Sub-Account number along with original NIC or original passport to authenticate his/her identity. In case of Corporate entity, resolution of Board of Directors/Power of Attorney with specimen signature of the nominee shall be produced (unless provided earlier) at the time of the meeting.  
b) For appointing the proxy; the Individual beneficial owner of CDC shall submit the proxy form as per above requirements together with attested copy of NIC or Passport of the beneficial owner and proxy. In case of corporate entity, the Board of Directors' resolution/power of attorney, alongwith the specimen signature of the nominee, shall be submitted along with the proxy form to the Company.

The proxy form shall be witnessed by two witnesses with their names, addresses, and NIC numbers. The proxy shall produce his/her original NIC or original Passport at the time of meeting.



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## IMPORTANT NOTICE/INFORMATION

### **SUBMISSION OF COPY OF CNIC/NTN CERTIFICATE**

In accordance with the Circular/Notice of Securities and Exchange Commission of Pakistan for submission of copy of CNIC/NTN Certificate and printing of CNIC Number/NTN on the dividend warrant(s), all Members holding their shares in physical form are requested to kindly provide photocopy of their valid CNIC or NTN Certificate in case of corporate entity, if not provided earlier, mentioning Folio Number and Name of the Company to the Share Registrar of the Company M/s. Technology Trade (Private) Limited, Dagia House, 241-C, Block-2, P.E.C.H.S., Off: Shakra-e-Quaideen, Karachi, Pakistan. All Members holding their shares in book entry form in CDS are requested to please update their particulars, if not updated earlier, with their Participants/Investor Account Services.

Further, pursuant to the provisions of Finance Act, 2014, effective from July 01, 2014, the rates of deduction of income tax under Section 150 of the Income Tax Ordinance, 2001 from dividend payment have been revised as 10% and 15% respectively for filers and non-filers of income tax returns. Therefore, CNIC/NTN certificate is also very important to file/submit enabling us to check the status of filing of income tax returns and process the dividend payments, if any, according to the tax paying status of the members.

### **PAYMENT OF CASH DIVIDEND ELECTRONICALLY (e-Dividend)**

The Securities and Exchange Commission of Pakistan vide Circular No. 8(4) SM/CDC 2008 dated April 05, 2013 has devised a mechanism for the payment of cash dividend electronically (e-Dividend). Through e-dividend, Members can receive the amount of cash dividend into their respective bank accounts electronically without any delay and risk of getting lost of dividend warrants in post, undelivered or delivered to wrong address etc.

Members who hold shares in physical form and wish to avail this facility are requested to submit their dividend mandate information, mentioning title of bank account, account number, name of bank, branch, branch code and address, directly to the share registrar of the Company; M/s. Technology Trade (Private) Limited, Dagia House, 241-C, Block-2, P.E.C.H.S., Off: Shakra-e-Quaideen, Karachi, Pakistan. Members holding their shares in book entry form in CDS and wish to avail this facility are requested to please update their dividend mandate information with their Participants/Investor Account Services.

Further, an awareness session will also be conducted at the extraordinary general meeting of the Company to be held on March 26, 2015 in respect of benefits associated with e-Dividend i.e. instant credit of dividends.



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## FORM OF PROXY

### IMPORTANT

This form of Proxy duly completed must be received at the Registered Office of the Company, 12<sup>th</sup> Floor, Corporate Tower, Technocity Building, Hasrat Mohani Road, Off: I. I. Chundrigar Road, Karachi, Pakistan, not later than 48 hours before the time for holding the meeting.

A Proxy should also be a member of the Company.

I/we \_\_\_\_\_  
of \_\_\_\_\_ being the member(s) of INVEST AND  
FINANCE SECURITIES LIMITED and holder of \_\_\_\_\_  
Ordinary Shares as per Registered Folio No./CDC Investor Account/Participant ID and  
Investor/Sub Account No. \_\_\_\_\_ hereby appoint  
\_\_\_\_\_ of \_\_\_\_\_  
or failing him/her \_\_\_\_\_  
of \_\_\_\_\_  
who is also member of INVEST AND FINANCE SECURITIES LIMITED vide Registered Folio  
No./CDC Investor Account/Participant ID and Investor/Sub Account No. \_\_\_\_\_  
as my/our proxy to attend and vote for me/us and on my/our behalf at the Extraordinary  
General Meeting of the Company to be held on Thursday, March 26, 2015 at 10.00 a.m. and  
at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

Signature  
over Revenue  
Stamp of  
Rupees Five

Witness: \_\_\_\_\_  
SIGNATURE

Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Witness: \_\_\_\_\_  
SIGNATURE

Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_



*If undelivered please return to:*

**INVEST AND FINANCE SECURITIES LIMITED**

**Registrar**

**M/S. TECHNOLOGY TRADE (PRIVATE) LIMITED**

Dagia House, 241-C, Block-2, P.E.C.H.S.,

Off: Shahrah-e-Quaideen, Karachi, Pakistan.

Ph: (+92 21) 34391316-7; Fax: (+92 21) 34391318