



KHYBER

Tobacco Company Limited

P.O BOX 12, NOWSHERA ROAD, MARDAN
KHYBER PAKHTUNKHWA, PAKISTAN.
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NTN NO.2257984-2

Notice of Annual General Meeting

Notice is hereby given that the 61st Annual General Meeting of the members of Khyber Tobacco Company Limited will be held on the 31st of October, 2016 at 11.00 a.m. at its registered office, Nowshera Road, Mardan to transact the following business;

ORDINARY BUSINESS

1. To confirm the minutes of the 60th Annual General Meeting held on 31 October, 2015.
2. To receive, consider and adopt the audited financial statements of the company for the year ended 30 June, 2016 together with the Directors' and Auditors' Reports thereon.
3. To approve the final cash dividend @ Rs. 10 per share i.e.100 % for the year ended 30 June 2016 as recommended by the Board of Directors.
4. To appoint Auditors for the year ending 30 June 2017 and to fix their remuneration. The present auditors M/s KPMG Taseer Hadi & Co. Chartered Accountants will stand retired on the conclusion of this meeting and being eligible have offered themselves for re-appointment.
5. To transact any other business with the permission of the Chair.

Mardan
Board

9 October, 2016

By order of the

Pir Farhan Shah

(Pir Farhan Shah)

Company Secretary

Notes:

1. Closure of Share Transfer books:

The Share Transfer Books of the Company will remain closed from 24 October 2016 to 31 October 2016 (both days inclusive). Transfers received in order at the office of the Company's Share Registrar, 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 21 October 2016 will be in time to determine the above mentioned entitlement.

2. Participation in the Annual General meeting:

A member of the Company entitled to attend and vote at the Meeting is entitled to appoint a proxy and such proxy will have the right to attend, speak and vote in place of that member. Forms of proxy must be lodged with the Secretary of the Company at the registered office of the Company not less than 48 hours before the time of the Meeting.

3. Guidelines for CDC Accountholders:

Attendance of members who have deposited their shares into Central Depository Company of Pakistan Limited shall be in accordance with the following;

a) For attending the meeting:

- i) In case of individuals, the account holder or subaccount 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.

- ii) In 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 of CNIC or the passport of the beneficial owner 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 meeting.
- v) In case of 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.

4. Change of Address:

Members are requested to promptly notify any change in their addresses to our Share Registrar, Central Depository Company of Pakistan Limited, CDC House, 99-B, Block 'B', S.M.C.H.S. Main Shahrah-e-Faisal, Karachi.

5. Confirmation for filing status of Members:

All members of the company are hereby informed that the rate of deduction of income tax from dividend has been revised through Finance Act, 2016 effective 1st July 2016 as follows:

1	Rate of tax deduction for filer of income tax returns	12.5%
2	Rate of tax deduction for non-filer of income tax returns	20%

To enable the Company to make tax deduction on the amount of cash dividend at the rate of 12.5% instead of 20%, shareholders whose names are not entered into the Active Tax-payers List available on the website of FBR, although they are filers, are advised to immediately make sure that their names are entered into the Active Tax-payers List, otherwise tax on their cash dividend will be deducted at the rate of 20% instead of 12.5%.

6. CNIC/NTN number on dividend warrant:

Members are requested to provide attested photocopies of their CNIC to the Company at its registered address in order to comply with SRO 831 (1) 2012 of 5 July 2012 which requires that the dividend warrant should bear the Computerized National Identity Card (CNIC) number of the registered member. Issuance of dividend warrants will be subject to submission of CNIC by individual and NTN by corporate shareholders.