

2017-18/CAD/AB/PSX/433

September 25, 2017

THE GENERAL MANAGER
Pakistan Stock Exchange Limited
Stock Exchange Building
Stock Exchange Road
Karachi.

Dear Sir

NOTICE OF ANNUAL GENERAL MEETING OF MCB-ARIF HABIB SAVINGS & INVESTMENTS LIMITED

In accordance with KSE Listing Regulation No. 5.6.4(b), please find the attached Notice of 17th Annual General Meeting of MCB-Arif Habib Savings & Investments Limited, to be held on October 25, 2017.

The aforementioned notice will be published in the following English and Urdu language newspapers on September 28, 2017.

1. Tribune (English)
2. Daily Express (Urdu)

Yours Sincerely,



Abdul Basit

Company Secretary


NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the seventeenth (17th) Annual General Meeting of MCB-Arif Habib Savings and Investments Limited will be held on Wednesday, October 25, 2017 at 3.00 pm. at Aquarius Hall, Beach Luxury Hotel, Moulvi Tamazuddin Khan Road, Karachi - Pakistan to transact the following business:

Ordinary Business:

- To confirm the minutes of the last Annual General Meeting held on October 24, 2016.
- To receive, consider and adopt the Audited Financial Statements of the Company for the year ended June 30, 2017 together with Directors' and Auditor's Reports thereon.
- To consider and approve final cash dividend of 17.50% i.e. Rs. 1.75 per ordinary share of Rs. 10/- each as recommended by the Board of Directors. This is in addition to the interim cash dividend of 15.00% i.e. Rs. 1.50 per ordinary share of Rs. 10/- each already paid to the shareholders during the year, thus making a total cash dividend of 32.50% i.e. Rs. 3.25 per ordinary share of Rs. 10/- each for the year ended June 30, 2017.
- To appoint external auditors of the Company for the year ending June 30, 2018 and fix their remuneration. The Board of Directors, on the recommendation of Audit Committee of the Company, has proposed the appointment of M/s KPMG Taseer Hadi & Co. Chartered Accountants as external auditors for the year ending June 30, 2018.
- To transact any other business with the permission of the Chair.

 September 20, 2017
 Karachi

 By Order of the Board
 Abdul Basit
 Company Secretary

Notes:

- Book Closure Notice**
The Share Transfer Books of the Company will remain closed from Tuesday, October 17, 2017 to Wednesday, October 25, 2017 (both days inclusive). Transfers received in order at the office of our Share Registrar, M/s. Central Depository Company of Pakistan Limited, CDC House, Block B, SMCHS, Main Shahrah-e-Faisal, Karachi - 74400, by the close of business (5:00 p.m.) on Monday, October 16, 2017, will be considered in time for the determination of the entitlement of the shareholders to final cash dividend and to attend and vote at the meeting.
- Appointment of Proxy and Participation in the AGM**
A member entitled to attend, speak and vote at the Annual General Meeting is entitled to appoint another person as his/her proxy to attend, speak and vote for his/her behalf. A proxy need not be a member of the Company. A proxy shall also have the right to demand and join in demanding a poll and vote on a poll. The instrument appointing proxy, together with the power of attorney or other authority under which it is signed, as the case may be, or a notarially certified copy of the power or authority, must be deposited at the Registered Office of the Company at least 48 hours before the time of the meeting. 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. Form of Proxy is enclosed in English and Urdu language. Beneficial owners of the physical shares and the shares deposited with the Central Depository Company of Pakistan Ltd. (CDC) and / or their proxies are required to produce their original Computerized National Identity Card (CNIC) or Passport for identification purpose at the time of attending the meeting.
- Notice of Submission of Valid CNIC Copies (Mandatory)**
SECP vide SRO No. 8311(I)/2012 dated July 05, 2012 directed the companies to issue dividend warrant only crossed as "A/c Payee only" which should bear the Computerized National Identity Card (CNIC) of the registered member or authorized person. Moreover, the availability of valid CNIC of all members is also necessary for filing, with SECP, the list of members along with Annual Return of the Company. Members, who have not yet submitted attested photocopy of their valid CNIC along with folio number are requested to send the same, at the earliest, directly to the Company's Share Registrar. In case of non-availability of valid copy of CNIC of any member, in the Company's records, the Company will be constrained to withhold the Dividend Warrants of such members, which will be released only upon providing the copy.
- Dividend Mandate**
Under section 242 of Companies Act, 2017(Act), every listed company is required to pay dividend if any to their members compulsorily through electronic mode by directly crediting the same in their bank account provided by them. The Securities & Exchange Commission of Pakistan through its Circular dated no. 18 of 2017 dated August 1, 2017, has allowed extension in time till October 31, 2017. Please note that with effect from November 1, 2017 all dividend payments shall be made only through electronic mode. The company shall be bound to withhold dividend of those members who do not provide their bank details. Therefore, all members are required to provide to the Company's Share Registrar, particulars relating to name, folio number, bank account number, title of account, complete mailing address of the bank. CDC account holders should submit their request directly to their broker (participant)/CDC. Form is available at the Registered Office of the Company and the same are also placed on the Company's website.
- Deduction of Withholding Tax on the Amount of Dividend under Section 150 of the Income Tax Ordinance, 2001 (Mandatory)**
(i) Pursuant to the provisions of the Finance Act 2017 effective July 1, 2017, the rates of deduction of income tax from dividend payments under the Income Tax Ordinance have been revised as follows:
a) Rate of tax deduction for filer of income tax return 15%
b) Rate of tax deduction for non-filers of income tax return 20%
The tax deduction on the amount of cash dividend @ 15% shall be made for the payment of dividend to shareholders whose names are entered into the Active Tax-payers List (ATL) provided on the website of FBR, before close of business hour (5:00 p.m.) on October 16, 2017 otherwise tax on the cash dividend will be deducted @ 20.00% instead of 15%. List of Filers is available at Federal Board of Revenue's (FBR) website: <http://www.fbr.gov.pk>
(ii) Further, according to clarification received from Federal Board of Revenue (FBR), with-holding tax will be determined separately on Filer/Non-Filer status of Principal shareholder as well as joint-holder (s) based on their shareholding proportions, in case of joint accounts.

The required information must reach our Share Registrar by the close of business (5:00 p.m.) on Monday, October 16, 2017, otherwise it will be assumed that the shares are equally held by Principal shareholder and Joint Holder(s).

In this regard all shareholders who hold shares jointly are requested to provide shareholding proportions of Principal shareholder and joint-holder(s) in respect of shares held by them to our Share Registrar, in writing as follows:

Folio/CDC A/C No.	Total Number of Shares	Principal Shareholders		Joint Holder(s)	
		Name and CNIC No.	Shareholding Proportion (No. of Shares)	Name and CNIC No.	Shareholding Proportion (No. of Shares)

(iii) The corporate shareholders having CDC accounts are required to provide their National Tax Number (NTN) updated with their respective participants, whereas corporate physical shareholders should send a copy of their NTN certificate to the company or Share Registrar. The shareholders while sending NTN or NTN certificates, as the case may be, must quote company name and their respective folio numbers.

For any query/problem/information, the investors may contact the company and/or the Share Registrar at the following phone numbers, email addresses:
 Company: MCB-Arif Habib Savings & Investments Ltd
 UAN: 11-11-522-34 email: info@mcbbah.com
 Share Registrar: Central Depository Company of Pakistan Ltd
 Tel #: 0800-23275 email: info@cdcpak.com

6. Change in Members Addresses

Members are requested to immediately notify any change in their address to the Share Registrar M/s. Central Depository Company of Pakistan Limited in order that the dividend warrants may be dispatched to their correct addresses.

7. Placement of Audited Financial Statements on the Website

The financial statements for the year ended June 30, 2017 and reports have been placed on the Company's website: www.mcbbah.com.

8. Circulation of Annual Audited Financial Statements and Notice of AGM through emails

Pursuant to S.R.O. 787(I)/2014 dated 8th September 2014 SECP has permitted companies to circulate Annual Audited Financial Statements along with Notice of Annual General Meeting to its members through e-mail. A Standard Consent Form is available at the Company's website: www.mcbbah.com. Members, who wish to avail this facility, should send duly filled-in Consent Form along with a copy of CNIC or valid passport (in case of foreign shareholder) to Company Secretary at Registered Office of the Company or a scan copy through email at CompanySecretary@mcbbah.com. It will be the responsibility of members to intimate any change in their valid registered email address to the Company in timely manner.

