



NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 26th Annual General Meeting of Pak Datacom Limited will be held on Tuesday, November 27, 2018 at 11:00 a.m at Hotel Hill View, F – 7 Markaz, Islamabad to transact the following business:

ORDINARY BUSINESS

1. To confirm the minutes of 25th Annual General Meeting held on October 24, 2017.
2. To receive, consider and adopt the audited accounts of the Company for the year ended June 30, 2018 together with the Directors' and Auditors' Reports thereon.
3. To approve, as recommended by the Board of Directors, the payment of final cash dividend to the shareholders @ 30% i.e. Rs. 3.00 per share for the year ended June 30, 2018. It is in addition to interim cash dividend of Rs. 1.00 per share i.e., 10% already paid to the shareholders, thus making a total cash dividend of Rs. 4.00 per share i.e. 40% for the year ended June 30, 2018.
4. To appoint auditors for the year ending June 30, 2018 and fix their remuneration. The present auditors M/s KPMG Taseer Hadi & Co., Chartered Accountants, retire and being eligible, offer themselves for reappointment.
5. To transact such other business as may be placed before the meeting with the permission of the Chair.

Pak Datacom Limited, 3rd Floor,
Umar Plaza, Blue Area, Islamabad.
November 06, 2018

On behalf of the Board

Waheed Iqbal
Company Secretary

NOTES:

1. **Closure of Share Transfer Books**
The Share Transfer Books of the Company will remain closed from November 20, 2018 to November 27, 2018 (both days inclusive). Transfers received in order at the Shares Registrar Office of the Company by the close of business on November 19, 2018 will be treated in time for the purpose of payment of the final cash dividend, if approved by the shareholders, and to attend the annual general meeting.
2. **Participation in the Annual General Meeting**
A member entitled to attend and vote at the above meeting is entitled to appoint another member as proxy. Proxies in order to be effective must be received at the Head Office of the

Company not less than 48 hours before the meeting and must be duly stamped, signed and witnessed.

3. Change in Particulars

Shareholders are requested to promptly notify in writing to the Share Registrar of the Company of any change in their mailing addresses.

4. Submission of Computerized National Identity Card (CNIC) for Payment of Final Cash Dividend 2017-18

Pursuant to the directives of the Securities and Exchange Commission of Pakistan (SECP), CNIC number of shareholders are MANDATORILY required for payment of dividend. Shareholders are therefore, requested to submit a copy of their valid CNIC (if not already provided) to the following Company's Share Registrar Office address;

**Share Registrar Department, CDC House, 99-B, Block B, S.M.C.H.S.,
Main Shahra-e-Faisal, Karachi – 74400. Tel: (92-21) 111-111-500**

In the absence of a member's valid CNIC, the Company will be constrained to withhold payment of cash dividend to such members.

CDC account holders are requested to submit attested copy of their CNIC to the relevant member stock exchange or to CDC if maintaining CDC investor account.

5. PAYMENT OF DIVIDEND THROUGH BANK ACCOUNT OF THE SHAREHOLDER

Pursuant to the requirement of Section 242 of the Companies Act, 2017, shareholders are MANDATORILY required to provide their International Bank Account Number (IBAN) detail to receive their cash dividend directly in to their bank accounts instead of receiving it through dividend warrants. In this regard and in pursuance of the directives of the SECP vide Circular No. 18 of 2017 dated August 01, 2017, shareholders are requested to submit their written request (if not already provided) to the Company's registered address, giving particulars of their bank account detail. In the absence of a member's valid bank account detail by December 03, 2018, the Company will be constrained to withhold payment of dividend to such members.

Accordingly the following information must be provided:

Folio Number	
Name of Shareholder	
Title of Bank Account	
International Bank Account Number (IBAN)	
Name of Bank	
Name of Bank Branch and Address	
Bank Account Number	
Landline number of Shareholder (if any)	
Cell number of Shareholder	
CNIC/ NTN Number (Attach copy)	
Signature of Member	

Note: Signature must match specimen signature registered with the Company. Members who hold shares in CDC accounts should provide their bank mandates to their respective participants.



CDC account holders are requested to submit their mandate instruction to the relevant member stock exchange or to CDC if maintaining CDC investor account.

6. EXEMPTION FROM DEDUCTION OF INCOME TAX / ZAKAT

Members seeking exemption from deduction of income tax or are eligible for deduction at a reduced rate are requested to submit a valid tax certificate or necessary documentary evidence as the case may be. Members desiring non-deduction of zakat are also requested to submit a valid declaration for non-deduction of zakat.

7. Income Tax Return Filing Confirmation – Revised Tax Rates Applicability Pursuant of Finance Act 2018

Pursuant to the provisions of Finance Act, 2018, effective July 01, 2018, reforms have been made with regards to deduction of income tax. For cash dividend, the rates of deduction of income tax, under section 150 of the Income Tax Ordinance, 2001 have been revised as follows:

- i) Rate of tax deduction for filer of income tax returns 15.0%
- ii) Rate of tax deduction for non-filer of income tax returns 20.0%

The CNIC number / NTN detail is now mandatory and is required for checking the tax status as per the Active Taxpayers List (ATL) issued by the Federal Board of Revenue (FBR) from time to time.

In case of joint account, each holder is to be treated individually as either a filer or non-filer and tax will be deducted on the basis of shareholding of each joint holder as may be notified by the shareholder, in writing to the Company by sending following detail on the Pak Datacom Limited Company Share Registrar address mentioned at serial # 4. The members who have deposited their shares into Central Depository Company of Pakistan Limited (CDC) are requested to send a copy of detail regarding tax payment status also to the relevant member stock exchange or to CDC if maintaining CDC investor account. If no notification is received, each joint holder shall be assumed to have an equal number of shares.

Name (Company/ Individual)	Folio #/ CDS ID #/ AC #	Total Shares	Principle Share Holder Name & CDC #	Joint Share Holder		
				Shareholding Proportion (No. of Shares)	Name & CDC #	Shareholding Proportion (No. of Shares)

8. Additional Requirements for CDC Account Holders

CDC account holders will have to follow further under mentioned guidelines as laid down by the Securities & Exchange Commission of Pakistan:

- 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 the regulations, shall authenticate his/her identity by showing his original Computerized National Identity Card (CNIC) or original

Passport at the time of attending the meeting. The shareholders registered on CDC are also required to bring their participant's I.D. Number and account numbers in CDS.

- 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 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 the regulations, shall submit the proxy form as per the above requirements. The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form. Copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form. The proxies shall produce their original CNIC or original passport at the time of the meeting.
- ii. 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 not been provided earlier) along with proxy form to company.

9. CIRCULATION OF ANNUAL AUDITED FINANCIAL STATEMENTS TO SHAREHOLDERS THROUGH EMAIL/CD/USB/DVD OR ANY OTHER MEDIA

Pursuant to the directions given by the SECP through its SRO 787(1)/2014 dated September 8, 2014 and SRO 470(1)/2016 dated May 31, 2016 that have allowed the companies to circulate its Annual Audited Accounts (i.e. Annual Balance Sheet, Profit and Loss Accounts, Statements of Comprehensive Income, Cash Flow Statement, Notes to the Financial Statements, Auditor's and Director's Report) to its members through e-mail/CD/DVD/USB/ or any other Electronic Media at their registered Addresses. Shareholders who wish to receive the hard copy of Financial Statements shall have to fill the attached standard request form (available on the company's website www.pakdatacom.com.pk) and send it to the Company address.

CDC account holders are requested to provide their email addresses to the relevant member stock exchange or to CDC if maintaining CDC investor account.

10. AVAILABILITY OF AUDITED FINANCIAL STATEMENTS ON COMPANY'S WEBSITE

The audited accounts of the Company for the year ended June 30, 2018 will be placed on the Company's website www.pakdatacom.com.pk, at least 21 days before the date of Annual General Meeting.

11. Video Conference Facility

Pursuant to provisions of SECP Circular 10 of 2014 dated May 31, 2014, if the Company receives consent from Members holding 10% or more shareholding residing in geographical location to participate in the Meeting through video conference at least 10 days prior to the date of the meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that City.

