



SERVICE FABRICS LIMITED

SFL/PSX/171003

October 06, 2017

General Manager
Pakistan Stock Exchange Limited
Stock Exchange Building
Stock Exchange Road
Karachi 74000

Subject: ANNUAL GENERAL MEETING: SERVICE FABRICS LIMITED

Dear Sir,

It is informed that Annual General meeting of Service Fabrics Limited will be held at 11 am on October 31, 2017 at the Islamabad Club Islamabad.

(Copy of Notice Attached)

The Share Transfer Books of the company will be closed from October 24, 2017 to October 31, 2017 (both days inclusive). Transfers received at the FD Registrar Services (SMC-Pvt) Ltd, Office No 1705, 17th Floor, Saima Trade Tower A, I.I Chundrigar Road, Karachi-74000 at the close of business on October 23, 2017 will be treated in time for the purposed of above entitlement o the transferees.

For more information, contact:

Truly,

Zahir Shah

(Zahir Shah)
Company Secretary





SERVICE FABRICS LIMITED

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that Annual General Meeting of Service Fabrics Limited will be held on Tuesday October 31, 2017 at 11:00 am at Islamabad Club, Islamabad to transact the following business:

1. To confirm the minutes of last Annual General Meeting of the Company held on October 31, 2016.
2. To receive, consider and adopt the Audited Accounts of the Company for the year ended June 30, 2017 together with Report of the Director's and Auditor's thereon.
3. To appoint Auditors for the year ending on 30th June 2018 and fix their remuneration. The retiring Auditors Horwath Hussain Chaudhry, Chartered Accountants, being eligible, have offered themselves for re-appointment.
4. To consider any other business with the permission of the Chair.

Islamabad
October 06, 2017

On behalf of the Board

Zahir Shah
(Zahir Shah)

Company Secretary



Notes:

1. The Share Transfer Books of the company will be closed from October 24, 2017 to October 31, 2017 (both days inclusive). Transfers received at the FD Registrar Services (SMC-Pvt) Ltd, Office No 1705, 17th Floor, Saima Trade Tower A, I.I Chundrigar Road, Karachi-74000 at the close of business on October 23, 2017 will be treated in time for the purposed of above entitlement o the transferees.
2. A member of the Company, 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 instead of him/her and a proxy so appointed shall have such rights, as respects attending, speaking and voting at the Annual General Meeting as are available to the Member. Proxy form, in order to be effective, must be received at the Registered Office of the Company not less than 48 hours before the Meeting. The proxy need not be a Member of the Company. The proxy shall produce his / her original Computerized National Identity Card (CNIC) or passport to prove his identity. Form of proxy is attached to the Notice.
3. Members are requested to notify any change in their address immediately to our Share Registrar, FD Registrar Services (SMC-Pvt) Ltd, Office No 1705, 17th Floor, Saima Trade Tower A, I.I Chundrigar Road, Karachi-74000.



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4. CDC Account Holders will further have to follow the under-mentioned guidelines as laid down in Circular 1 dated 26 January 2000 issued by the Securities and Exchange Commission of Pakistan.

A. FOR ATTENDING THE MEETING

- i) In case of individuals, the account holder of 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 identity by showing his original Computerized National Identity Card (CNIC) or original passport at the time if attending the meeting. CDC account holders are also requested to bring their CDC participate ID number and account number.
- ii) In case of corporate entity, the Board of Director's/Trustee 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 requirement (note 2 above).
- ii) The proxy form shall be witnessed by two persons whose names, address and CNIC numbers shall be mentioned on the form.
- iii) Attested copies of CIVIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- iv) The proxy shall produce his original CNIC or original passport at the time of the meeting.
- v) In case of corporate entity, the Board of Directors'/Trustee' resolution/power of attorney with specimen signature of the nominee shall be submitted with the proxy form to the Company, and the same shall be produced in original at the time of the meeting to authenticate the identity.

5. Submission of CNIC copies for Dividend Payments:

CNIC of the shareholders is mandatory in terms of the directive of the Securities and Exchange Commission of Pakistan contained in S.R.O. 831(1)/2012 dated July 05, 2012 for the issuance of future dividend warrants etc, and in the absence of such information, payment of dividend may be withheld in term of SECP's above mentioned directive. Therefore, the shareholders who have not yet provided their CNICs are once again advised to provide the attested copies of their CNICs directly to our Independent Share Registrar without any further delay.



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6. Payment of Cash Dividend through Electronic Mode

SECP vide Notification No. 8(4)SM/CDC/2008 dated 05 April 2013 has initiated e-dividend mechanism in order to make process of payment of cash dividend more efficient. The provisions of Section 242 of the Companies Act, 2017 require the listed companies that any dividend payable in cash shall only be paid through electronic mode directly into the bank account of designated by the entitled shareholders. Subsequently, vide Circular No. 18 of 2017 dated 01 August, 2017, SECP has allowed one time relaxation till 31 October, 2017 to pay cash dividend by dividend warrants. Accordingly, the shareholders holding physical shares are requested to provide complete details of the Bank Account to the Company's Share Registrar at the address given herein above, by fulfilling the E-Dividend Form provided in the annual report and the same is also available on the website of the Company. In case of shares held in CDC, the same information should be provided to the CDS participants for the purpose.

7. Circulations of Annual Reports through CD/DVD/USB

Pursuant to the Securities and Exchange Commission of Pakistan's notification S.R.O 470(1)/2016 dated 31 May, 2016 Securities and Exchange Commission of Pakistan has allowed transmission of annual reports to its Members including annual audited accounts, notices of annual general meetings and other information contained therein of the Company through CD/DVD/USB/email subject to their written consent instead of transmitting the same in hard copies, The shareholders who wish to receive hard copy of the aforesaid documents may send request to the Company Secretary or the Share Registrar, for provisioning of report in stated format

8. Placement of Financial Statements

The Company has placed the Audited Annual Financial Statements for the year ended 30 June 2017 along with Auditors and Directors Reports thereon on its website www.servicefabrics.com

9. Video Conference Facility

Pursuant to the provisions of the Companies Act, 2017, the shareholders residing in a city and holding at least 10% of the total paid up share capital may demand the Company to provide the facility of video-link for participating in the meeting. The demand for video-link facility shall be received by the Share Registrar at the address given hereinabove at least 7 days prior to the date of the meeting on through a request form.



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10. Deduction of Income Tax from Dividend at Revised Rates

Pursuant to the provisions of Finance Act, 2017 effective 01 July 2017, the deduction of income tax from dividend payments shall be made on the basis of filers and non-filers as follows:

S.No	Nature of Shareholders	Rate of deduction
1	Filers of Income Tax Return	15.0%
2	Non- Filers of Income Tax Return	20.0%

Income Tax will be deducted on the basis of Active Tax Payers List posted on the Federal Board of Revenue website.

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.

The shareholders who have joint shareholdings held by Filers and Non-Filers shall be dealt with separately and in such particular situation, each account holder is to be treated as either a Filer or a Non-Filer and tax will be deducted according to his shareholding. If the share is not ascertainable then each account holder will be assumed to hold equal proportion of shares and the deduction will be made accordingly. Therefore, in order to avoid deduction of tax at a higher rate, the joint account holders are requested to provide the below details of their shareholding to the Share Registrar of the Company latest by the AGM date.

Folio/CDC Account No.	Name of Shareholder	CNIC	Shareholding	Total Shares	Principal/Joint Shareholder
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11. Members are requested to submit declaration as per Zakat & Usher Ordinance 1980 for Zakat exemption and to advise change in address, if any.