

SHAFFI CHEMICAL INDUSTRIES LIMITED

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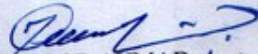
NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that Annual General Meeting of Shareholders of Shaffi Chemical Industries Limited will be held on Saturday 27th October, 2018 at 10:00 A.M. at Company's Registered Office at Plot No. 2, Gadoon Amazai, Industrial Estate, Swabi, Khyber-Pakhtoonkhwa to transact the following business:

Ordinary Business

1. To confirm the minutes of last Annual General Meeting held on 31st October, 2017.
2. To receive, consider and adopt the Annual Audited Accounts of the Company together with the Auditors and Directors Reports thereon for the financial year ended June 30, 2018.
3. To appoint External Auditors for next financial year ending June 30, 2019 and to fix their remuneration. The retiring auditors being eligible, have offered themselves for their reappointment. Audit Committee of the Board has also recommended for re-appointment of M/s Tabussum Saleem & Co. Chartered Accountants, S-8, Ahmad Arcade, 161-Ferozpur Road, Lahore, to be appoint as auditors of the company for next financial year ending June 30, 2019.
4. To consider any other transactions with the permission of the chair.

BY ORDER OF THE BOARD


ZAHOOR AHMAD
Company Secretary

Lahore: 05-10-2018

Notes:

1. The share transfer books of the Company will remain closed from October 20, 2018 to October 27, 2018 (both days inclusive). Transfers received at the office of the Company's Registrars, Messrs CORPLINK (PVT) LTD, Wing Arcade, 1-K, Commercial Area, Model Town, Lahore by close of business on October 19, 2018, will be treated in time.
2. A member entitled to attend and vote at the Meeting, may appoint another member as his / her proxy to attend, speak and vote on his/her behalf. Proxies effective must be received at the office of the company not less than 48 hours before holding of meeting.
3. A member, who has deposited his/her shares in Central Depository Company of Pakistan, must bring his/her Participant ID number and account/sub account number alongwith original CNIC or Passport at the time of attending the meeting.
4. CDC account holders have to follow the guidelines as laid down in Circular No. 1 dated January 26, 2000 issued by SECP.
5. In case of corporate entities, Board of Directors' resolution/Power of Attorney with specimen signature of the nominee shall be produce at the time of attending the meeting.
6. To ensure compliance with the SECP Notification SRO 831(1)2012 dated July 05, 2012 read with Notification SRO 19(1)2014 dated January 10, 2014, all members who have not yet submitted their valid CNIC/NTN, are hereby once again requested to submit the same without further delay.

7. The shareholders are advised to notify to the company's Share Registrar for any change in their addresses immediately and if applicable provide their non-deduction of Zakat Declaration Form.
8. In accordance of SECP Notification SRO 787 (I)/2014 dated September 8, 2014, all shareholders who wish to receive soft copy of Annual Report are requested to send their e-mail addresses to company or its Share Registrar.
9. In order to make process of cash dividend more efficient, SECP has initiated e-dividend mechanism through Notice No. 8(4)SM/CDC/2008 dated 05 April, 2013. The provision of Section 242 of the Companies Act, 2017 required that all listed companies to pay any dividend through electronic mode directly into the bank account of the entitled shareholder. Accordingly, the shareholder holding physical shares are requested to provide to Registrar of Company, the electronic dividend mandate on E-Dividend Form and in case of shares held in CDC, the same information should be provided to the CDS participants for updating and forwarding to the company.
10. In pursuant to section 244 of the Companies Act 2017 and to ensure the compliance of SECP Direction No. 16 of 2017 dated 07 July 2017, the shareholders, who could not collect their dividend / physical shares are requested to contact our share registrar to collect / enquire about their unclaimed dividend or shares if any.