

# SHAFFI CHEMICAL INDUSTRIES LIMITED

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## FORM-4

Ref:- SCIL/CS/015-3

Dated:- 01-10-2020

The General Manager  
**Pakistan Stock Exchange Limited**  
Stock Exchange Building  
Stock Exchange Road  
Karachi.

Subject:- **NOTICE OF ANNUAL GENERAL MEETING**

Assalam-O-Alaikum,

Please find enclosed a copy of the Notice of the Annual General Meeting to be held on 24<sup>th</sup> October, 2020 for circulation amongst your members.

Thanking you,

Yours faithfully,  
For SHAFFI CHEMICAL INDUSTRIES LIMITED

  
ZAHQOR AHMAD  
Company Secretary

Encls. As above.

## 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 24<sup>th</sup> October, 2020 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 Extraordinary General Meeting held on 31<sup>st</sup> December, 2019.
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, 2020.
3. To appoint External Auditors for next financial year ending June 30, 2021 and to fix their remuneration. The retiring auditors being eligible, offered themselves for their reappointment. Audit Committee of the Board has also recommended for re-appointment of M/s Tabussum Saleem & Co. Chartered Accountants, Office No. 1, 3<sup>rd</sup> Floor, Madinah Heights, 87-E, Moulana Shoukat Ali Road, Johar Town, Lahore, to be appointed as auditors of the company for next financial year ending June 30, 2021.
4. To consider any other transactions with the permission of the chair.

BY ORDER OF THE BOARD

  
ZAHOOR AHMAD  
Company Secretary

Lahore: 01-10-2020

### Notes:

1. The share transfer books of the Company will remain closed from October 17, 2020 to October 24, 2020 (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 16, 2020, 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. In case of corporate entities, Board of Directors' resolution/Power of Attorney with specimen signature of the nominee shall be produced at the time of attending the meeting.
5. 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.
6. Members can also avail video conference facility, in this regard, please fill the following and submit to registered address of the Company 10 days before holding of the Annual General Meeting. If the Company receives consent from members holding in aggregate 10% or more shareholding residing at a geographical location, to participate in the meeting through video conference at least 10 days prior to date of the meeting, the Company will arrange video conference facility in the city subject to availability of such facility in that city.

"I/We, \_\_\_\_\_ of \_\_\_\_\_, being a member of Shaffi Chemical Industries Limited, holder of \_\_\_\_\_ ordinary share(s) as per Registered Folio No. \_\_\_\_\_ hereby opt for video conference facility at \_\_\_\_\_."

The Company will intimate members regarding venue of video conference facility at least 5 days before the date of the Annual General Meeting along with complete information necessary to enable them to access the facility.