

April 11, 2016

The General Manager  
Pakistan Stock Exchange Limited  
Stock Exchange Building  
Stock Exchange Road  
KARACHI

Dear Sir,

Subject : **NOTICE OF ANNUAL GENERAL MEETING (AGM)**

Please find enclosed signed copy of our Notice of Annual General Meeting, to be held on 28 April 2016 at 11:30 a.m., approval for which has already been obtained through your letter No. PSX/C-539-2985 dated April 07, 2016. The date of closure of our share transfer books is 22<sup>th</sup> April, 2016 to 28<sup>th</sup> April, 2015 (both days inclusive).

Kind regards,

Yours very truly,  
For **SINGER PAKISTAN LIMITED**



**TAUSEEF AHMED ZAKAI**  
Company Secretary

Encl : a/a

# SINGER PAKISTAN LIMITED

## NOTICE OF MEETING

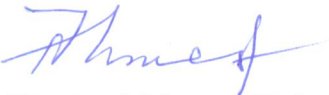
### Notice

Notice is hereby given that the Fifty Fifth Annual General Meeting of SINGER PAKISTAN LIMITED will be held on 28<sup>th</sup> April 2016 at 11:30 a.m. at Plot No. 39, Sector # 19, Korangi Industrial Area, Karachi.

### ORDINARY BUSINESS

1. To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended 31 December 2015 together with the Reports of Directors' and Auditors' thereon.
2. To declare dividend for the year ended 31 December 2015 as recommended by the Directors.
3. To appoint Auditors of the Company for the financial year ending 31 December 2016 and to fix their remuneration.

**By order of the Board**



**Tauseef Ahmed Zakai**  
Authorized Signatory

Karachi : 11<sup>th</sup> April, 2016

## NOTES

### MEMBERS' REGISTER CLOSURE

- 1) The Share Transfer Books of the Company will be closed and no transfer will be accepted for registration from 22<sup>nd</sup> April 2016 to 28<sup>th</sup> April 2016 (both days inclusive).

### APPOINTMENT OF PROXY (IES)

- 2) A Member of the Company entitled to attend, speak and vote at the 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 General Meeting as are available to the Member. Proxy Forms, 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 Cards (CNIC) or passport to prove his / her identity. The Registered Office of the Company is located at Plot No. 39, Sector 19, Korangi Industrial Area, Karachi.
- 3) In case of corporate entity, the Board of Directors' / Trustees' 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.
- 4) Members are requested to notify any change in their addresses immediately to our Registrar.
- 5) Members who have not yet submitted photocopy of their Computerized National Identity Cards (CNIC) are requested to send the same to our Registrar at the earliest.
- 6) CDC Account Holders will further have to follow the under-mentioned guidelines as laid down in Circular 1 dated January 26, 2000 issued by the Securities and 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 / her original Computerized National Identity Card (CNIC), or original passport at the time of attending the meeting. CDC account holders are also requested to bring their CDC participant ID numbers and account number.
- ii) In case of corporate entity, the Board of Directors' / Trustees' 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 APPOINTMENT OF 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, addresses and CNIC numbers shall be mentioned on the form.
- iii) Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- iv) The proxy shall produce his / her original CNIC or original passport at the time of the meeting.
- v) In the case of corporate entity, the Board of Directors' / Trustees' resolution / power of attorney with specimen signature of the proxy holder shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

**7) Electronic Transmission of Financial Statements and Notice of Meeting**

**Pursuant to Notification vide SRO 787 (1)/2014 dated September 08, 2014 of the Securities and Exchange Commission of Pakistan;** Members who desire to receive Annual Financial Statements and Notice of Meeting through electronic mail system (e-mail) in future, instead of registered post/courier, are requested to submit their consent on the FORM available for the purpose on Company's website.

**8) Deduction of Withholding Tax on the amount of Dividend**

**Pursuant to Circular No. 19/2014 dated October 24, 2014 of the Securities and Exchange Commission of Pakistan;** Members are hereby advised about changes made in the section 150 of the Income Tax Ordinance, 2001, as under;

(i) The Government of Pakistan through Finance Act, 2015 has made certain amendments in section 150 of the Income Tax Ordinance, 2001 whereby different rates are prescribed for deduction of withholding tax on the amount of dividend paid by the companies. These tax rates are as under:

- a. For filers of income tax returns: 12.5%
- b. For non-filers of income tax returns: 17.5%

To enable the Company to make tax deduction on future dividend payments, if any, in accordance with the tax payment status of the members, all the shareholders whose names are not entered into the Active Tax payers List (ATL) provided on the website of Federal Board of Revenue, despite the fact that they are filers, are advised to make sure that their names are entered into ATL.

(ii) For any query/problem/information, the investors may contact the Company Secretary (at the Registered Office address and number) and/or the Share registrar at the address given at the end of the notice.

(iii) The corporate shareholders having CDC accounts are required to have 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 its Share Registrar i.e. Share Registrar Department, Central Depository Company of Pakistan Limited. The shareholders while sending NTN or NTN certificates, as the case may be, must quote company name and their respective folio numbers.

**Address of Share Registrar of the Company:**

Manager, Share Registrar Department  
Central Depository Company of Pakistan Limited  
CDC House, 99-B, Block-B, S.M.C.H.S.  
Main Shahra-e-Faisal  
Karachi.  
Phone: 0800-23275  
Email: [info@cdcpak.com](mailto:info@cdcpak.com)