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# **SARITOW SPINNING MILLS LIMITED**

17 – Aziz Avenue, Canal Bank, Gulberg-V, Lahore (Pakistan), Phone: (042) 35715029-31, Fax: 35715105  
Email: azamsaritow@saigols.com

## **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the 31<sup>st</sup> Annual General Meeting of Shareholders of **Saritow Spinning Mills Limited** will be held on Tuesday, October 31, 2017 at 10:00 A.M. at 17-Aziz Avenue, Canal Bank, Gulberg-V, Lahore the Registered Office of the Company to transact the following business:-

### **Ordinary Business**

- 1.To confirm the minutes of the last Annual General Meeting held on October 31, 2016.
- 2.To receive and adopt the Annual Audited Accounts for the year ended June 30, 2017 alongwith Directors' and Auditors' Reports thereon.
- 3.To appoint Auditors of the Company to hold office till the conclusion of next Annual General Meeting and to fix their remuneration.
- 4.Any other business with the permission of the Chair.

### **Special Business**

- 1.To get approval/consent from shareholders, as per SRO No. 470(1)/2016 dated May 31, 2016 issued by Securities and Exchange Commission of Pakistan (SECP), for the transmission of the annual audited accounts through CD/DVD/USB instead of transmitting the said accounts in hard copies.
- 2.To consider and, if thought fit, pass the following resolutions as Special Resolution, with or without modification, to amend the Articles of Association of the Company:-

### **SPECIAL RESOLUTION**

**RESOLVED THAT**, subject to obtaining the requisite approvals, Articles of Association of the Company be and are hereby amended as following:-

#### **Article 38 be and is hereby amended as following:**

38. At least ten (10) Members entitled and present in person and representing not less than twenty-five percent (25%) of the total voting power either on their own account or as proxies shall be the quorum for a General Meeting, and no business shall be transacted at any General Meeting unless the quorum requisite is present at the commencement of the business.



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## After Article 52, the following new Article 52-A be inserted:

52-A A member may opt for e-voting in a general meeting of the Company under the provisions of the Companies (E-Voting) Regulations, 2016 (including any statutory modification thereof), as amended from time to time. In the case of e-voting, both Members and non-members can be appointed as proxy. The instruction to appoint execution officer and option to e-vote through intermediary shall be required to be deposited with the Company, at least ten (10) days before holding of the general meeting, at the Company's registered office address or through e-mail. The Company will arrange for e-voting if the Company receives demand for poll from at least five (5) members or by any member having not less than one tenth of the voting power.

## After Article 56, the following new Article 56-A be inserted:

56-A An instrument of proxy in relation to e-voting shall be in the following form:

I/We, \_\_\_\_\_ of \_\_\_\_\_, being a member of \_\_\_\_\_, holder of \_\_\_\_\_ Shares as per Register Folio No. \_\_\_\_\_ hereby opt for e-voting through Intermediary and hereby consent to the appointment of Execution officer \_\_\_\_\_ as proxy and will exercise e-voting as per the Companies (E-Voting) Regulations, 2016 and hereby demand for poll for resolutions.

My Secure e-mail address is \_\_\_\_\_, please send login details, password and electronic signature through e-mail.

-----  
Signature of member

(Signature should agree with specimen signature registered with the Company)

Signed in the presence of:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Witness

The proxy e-voting form shall be required to be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.



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**After Article 84, the following new Article 84-A be inserted:**

84-A The Directors of the Company may participate in the Board of Directors' meetings, whether in Pakistan or abroad, through tele/video conferencing. The draft minutes of the meeting shall be sent to those Director(s) who had participated in the proceedings of the meeting through tele/video conference, for his/their confirmation. Thereafter, the minutes shall be signed by the Chairman of the meeting.

**After Article 104, the following new Article 104-A be inserted:**

104-A The Company may, after obtaining prior written consent from members, circulate notices of general meeting and the annual balance sheet and profit and loss account, auditors' report and directors' report (annual audited accounts) to its members through e-mail. Further, subject to the consent of the Members obtained in general meeting, circulate the annual balance sheet and profit and loss account, auditors' report and directors' report (annual audited accounts) to its Members through CD/DVD/USB at their registered addresses. However, if a Member prefers to receive hard copies for all the future annual audited accounts then such preference of the Member shall be given to the Company in writing and thereafter the Company shall provide hard copies of all the future annual audited accounts to such Member.

**FURTHER RESOLVED** That the Company secretary be and is hereby authorized to take or cause to be taken any and all actions necessary and incidental for the purposes of altering the Articles of Association of the Company and make necessary filings and complete legal formalities as may be required to implement the aforesaid resolution.

Lahore : October 09, 2017

By Order of the Board

  
Company Secretary



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## STATEMENT UNDER SECTION 134(3) OF THE COMPANIES ACT, 2017

This statement sets out the material facts concerning the special business to be transacted at the Annual General Meeting of the Company to be held on October 31, 2017 pertaining to E-voting and circulation of Annual Reports through CD/DVD/USB.

### E-Voting

Pursuant to SECP S.R.O. No. 43(1)/2016 dated January 22, 2016, members can also exercise their right to vote through e-voting by giving their consent in writing at least 10 days before the date of meeting to the Company on the appointment of Execution Officer by the Intermediary as a Proxy.

### Circulation of Annual Reports through CD/DVD/USB

Pursuant to SECP S.R.O. No. 470(1)/2016 dated May 31, 2016, The Company may, after obtaining prior written consent from members, circulate notices of general meeting and the annual audited accounts to its members through CD/DVD/USB or e-mail at their registered addresses. However, if a Member prefers to receive hard copies for all the future annual audited accounts then such preference of the Member shall be given to the Company in writing and thereafter the Company shall provide hard copies of all the future annual audited accounts to such Member.

### Notes:

1. Share Transfer Books of the Company will remain closed from **October 25, 2017 to October 31, 2017 (both days inclusive)**. Physical transfers/CDS transactions ID's received in order at "Company Registrar office M/s Corplink (Pvt.) Limited", wings arcade, 1-K, Commercial Model Town, Lahore on or before **October 24, 2017** will be treated in time.
2. A member entitled to attend and vote at this Meeting may appoint another Member as his/her proxy. Proxies in order to be effective, must be received at 17-Aziz Avenue, Canal Bank, Gulberg-V, Lahore the Registered Office of the Company not later than forty-eight hours before the time for holding the meeting and must be duly stamped, signed and witnessed.
3. Members whose shares are deposited with Central Depository System are requested to bring their original National Identity Cards or original Passports along with their Account Numbers in Central Depository System for attending the meeting.
4. Members are requested to notify the Company change in their addresses, if any.



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5. Annual Audited Financial Statements of the Company for the Financial Year ended June 30, 2017 have been placed on the Company's website i.e. [www.saritowspinningmills.com](http://www.saritowspinningmills.com)

## 6. SUBMISSION OF COPY OF CNIC/NTN DETAILS (MANDATORY)

Pursuant to the directives of the Securities and Exchange Commission of Pakistan CNIC number of individuals is mandatorily required to be mentioned on dividend warrants and pursuant to the provisions of Finance Act 2017, the rate of deduction of income tax under section 150 of the Income Tax Ordinance 2001 from dividend payment have been revised as : for filers of Income Tax return 15.00% and Non filers of Income Tax return 20.00%.

## 7. DIVIDEND MANDATE

In terms of Section 242 of the Companies Act 2017 in case of a listed company, any dividend payable in cash shall only be paid through electronic mode directly into the bank account designated by the entitled shareholders. In this regard please provide the following information to Company's Share Registrar, M/s Corplink (Pvt) Limited, 1-K, Commercial Model Town, Lahore:

| <b>Bank Account Details of Shareholder</b>   |  |
|--|--|
| Title of Bank Account  |  |
| Bank Account Number  |  |
| Bank's Name  |  |
| Branch name and address  |  |
| Cell number of Shareholder   |  |
| E-mail address of Shareholder  |  |
| Landline number of shareholder, if any   |  |
| It is stated that the above mentioned information is correct and in case of any change therein, I/we will immediately intimate to the company and the concerned share registrar.   |  |
| _____<br>Name, signature, folio # and CNIC number of shareholder   |  |
| Notes:   |  |
| (1) Those shareholders, who hold shares in book entry form in their CDS accounts, will provide the above dividend mandate information directly to their respective Participant / CDC Investor Account Services Department. |  |
| (2) If dividend mandate information has already been provided by you, ignore this request.   |  |



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## 8. ZAKAT DECLARATIONS (CZ-50)

The Zakat will be deducted from the dividends at source at the rate of 2.5% of the paid-up value of the shares (Rs. 10/- each) under Zakat and Ushr Laws and will be deposited within the prescribed period with the relevant authority, Please submit your Zakat Declarations under Zakat and Ushr Ordinance, 1980 & Rule 4 of Zakat (Deduction & Refund) Rules, 1981 CZ-50 Form, in case you want to claim exemption, with your brokers or the Central Depository Company Ltd. (in case the shares are held in Investor Account Services on the CDC) or to our Registrars, M/s Corplink Private Limited, 1-K, Commercial Model Town, Lahore (in case the shares are held in paper certificate form). The shareholders while sending the Zakat Declarations, as the case may be must quote company name and respective folio numbers.