



KARACHI STOCK EXCHANGE LIMITED

Stock Exchange Building, Stock Exchange Road, Karachi-74000
UAN: 111-001-122

KSE/N-4546

NOTICE

Dated: August 23, 2013

ALL LISTED COMPANIES AND ISSUERS OF LISTED SECURITIES

Reproduced hereunder letter No. SMD(BO)-Pol-2/2012 dated August 19, 2013 received from Securities & Exchange Commission of Pakistan for information and compliance.



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN
Securities Market Division
Market Supervision and Registration Department

No. SMD(BO)-Pol-2/2012

Islamabad, August 19, 2013

The Chief Executives,
Listed Companies

Subject: Order under Section 246 of the Companies Ordinance, 1984

Dear Sir,

This is with reference to Order No. SMD(BO)-Pol-2/2012 dated 26/07/2013, copy enclosed for ready reference and compliance.

2. It is pointed out that presently, every listed company pursuant to S.R.O 763(1)/85 dated August 07, 1985 and S.R.O 1014(1)/86 dated November 12, 1986 and Circular No. 4 of 1992 is required to submit hard copy of Form A and prescribed additional information regarding pattern of shareholding within forty-five days of holding of annual general meeting to the Commission. In this regard, I am directed to intimate that in order to facilitate the listed companies and improve efficiency and effectiveness of the business processes, the Commission has decided as under:-

- a) the requirement of physical filing of the aforesaid documents will be discontinued with effect from September 30, 2013 and;
- b) thereafter the listed companies will be required for online filing of the information prescribed in the Order, under Section 246 of the Companies Ordinance, 1984.

3. Thus, pursuant to the aforementioned Order, every listed company shall prepare with effect from October 01, 2013 the information specified in the Order and file the same with the Commission, through eServices Process of the Commission titled as "*Annual Return by Listed Companies-SMD-BO-246*", within the prescribed time limit.

4. In this regard, it is intimated that the listed companies which are already using eServices project for filing of their statutory returns will use their existing User Identification (ID) and password for filing of aforementioned information. While, the companies which are not using eServices project will first obtain User ID and password for login to eServices. For obtaining an eServices User ID and Password, the company shall apply in writing, on the company letterhead, duly signed by the Chief Executive and any one of the following persons, along with a copy of their CNICs:

- Company Secretary
- Chief Financial Officer
- Director of the company

NIC Building, Jinnah Avenue, Blue Area, Islamabad
PABX: 0092-51-9207091-94, FAX: 0092-051-9218595



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN
Securities Market Division
Market Supervision and Registration Department

The Company shall mention the email address on which the eServices User ID and Password will be dispatched. Please only provide POP3 email address such as abc@comsats.com, free email addresses such as hotmail, gmail, or yahoo are not acceptable. SECP will confirm the validity of the email address. After validation, the eServices User ID and Password will be emailed to the specified email address. All letters requesting an eServices User Identification and Password should be addressed to Deputy Director (MIS), SECP at the given below address:-

Subject: eServices User Identification and Password

Deputy Director (MIS)
Securities and Exchange Commission of Pakistan,
NIC Building, Jinnah Avenue,
Islamabad,

The Company can also send its request through email by attaching scanned copies of the above mentioned documents at the following email address:-

Email: eservices.userid@secp.gov.pk

5. For further information you may visit <https://eservices.secp.gov.pk/eServices> as well as may contact Commission's Desk- Client Support Centre by dialing UAN: +92(51) -111-117-327 from Monday to Thursday during 8:30 A.M. to 5:30 PM and Friday: 8:30 AM to 4:30 PM.

Yours truly,

(Muhammad Farooq)
Joint Director (BO)



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN
Securities Market Division
Market Supervision and Registration Department

No. SMD(BO)-Pol-2/2012

Islamabad, July 26, 2013

ORDER

(Under section 246 of the Companies Ordinance, 1984)

The Securities and Exchange Commission of Pakistan (the "Commission"), while monitoring compliance with the provisions of the Companies Ordinance, 1984 (the "Ordinance") observed that information regarding the list of members and Form A are required to be filed by listed companies simultaneously with the Registrar and the Commission. To avoid this practice of multiple filling of the same documents and to improve efficiency and effectiveness of the business processes the Commission launched eServices project in 2008 wherein the companies were provided an opportunity for e-filing of statutory returns.

2. AND WHEREAS, section 246 (1) of the Ordinance empowers the Commission to require companies such periodical statements of accounts, information or other reports audited by the an auditor, reproduced as under:

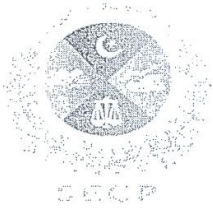
"246. Power of Commission to require submission of additional statements of accounts and reports. - (1) Notwithstanding anything contained in any other provision of this Ordinance the Commission may, by general or special order, require companies generally, or any class of companies or any particular company, to prepare and send to the members, the registrar, any authority, a stock exchange and any other person such periodical statements of accounts, information or other reports, audited by an auditor, in such form and manner and within such time, as may be specified in the order.

(2) In the event of a default in complying with the order of the Commission issued under sub-section (1), the company, and every officer of the company who knowingly and wilfully authorises or permits the default, shall be liable to a fine not exceeding one million rupees and to a further fine which may extend to ten thousand rupees for every day during which the default continues".

3. Now therefore, in view of afore-stated facts and circumstances the Commission is pleased to direct that every listed company shall prepare once in each year with effect from 1st October 2013 the below mentioned information and file with the Commission through eServices. The information will be prepared as on the date of annual general meeting in the form and manner specified in eServices Process of the Commission Titled as "Annual Return by Listed Companies-SMD-BO-246 and shall be filed, within forty-five days from the date of annual general meeting. The details of the information is as under:-

- (i) Issuer information;
- (ii) Particulars of officers/directors ("Beneficial Owners") of the Company;
- (iii) Particulars of Spouse, minor children and other relatives of each Beneficial Owner;
- (iv) Particulars of private companies where the Beneficial Owners are shareholders;
- (v) Particulars of persons having more than ten percent shareholding (Principal Shareholders);


SECURITIES & EXCHANGE
COMMISSION OF PAKISTAN
NIC Building, 63 Jinnah Avenue,
Islamabad, Pakistan



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN
Securities Market Division
Market Supervision and Registration Department (MSRD)

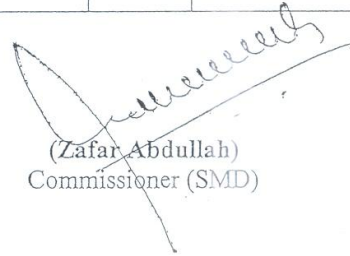
- (vi) Particulars of Associated Companies;
- (vii) Detail of trade carried out by Beneficial Owners/Principal Shareholders;
- (viii) Summary of shareholding.

Provided that where no annual general meeting is held or if held but not concluded, the information as on the last day of the calendar year will be sent within forty-five days from the last day of the calendar year.

Provided further that the Commission on an application justifying filing of the information in physical form, may allow the applicant to do so, subject to such conditions as deemed fit.

4. In addition to above, every listed company shall file within the aforementioned period, a soft copy of list of members of ordinary shares (Physical Shareholders and CDC Accountholders) on compact disk duly prepared in MS Excel in the format specified as under:-

A	B	C	D	E	F	G	H	I
List of Members as on ----- of (Company Name)								
Sr. No.	Folio No.	Name	Address	Nationality	Occupation	F/name	No. of shares held	CNIC No./passport No. (if foreigner)


(Zafar Abdullah)
Commissioner (SMD)

Distribution:-

1. All Listed Companies
2. Managing Director, Karachi Stock Exchange Limited, Karachi
3. Managing Director Lahore Stock Exchange Limited, Lahore
4. Managing Director, Islamabad Stock Limited, Islamabad
5. Secretary to the Commission, SECP, Islamabad
6. Executive Director (IT &KMD) SECP, Islamabad
7. MCC Department, SECP, Islamabad.

Copy to:

Notice Board
Managing Director-KSE
Deputy Managing Director-KSE
All HoDs
KSE Website
S.E.C.P. Islamabad

S.E.C.P. Karachi
Head of Operations, CDC
National Clearing Company of Pakistan Limited
Lahore Stock Exchange (Guarantee) Limited
Islamabad Stock Exchange (Guarantee) Limited