



# Notice of Annual General Meeting

NOTICE IS HEREBY GIVEN THAT the 33rd Annual General Meeting of the shareholders of Suraj Cotton Mills Limited will be held on Wednesday October 25, 2017 at 09:30 a.m. at the Registered Office, 7-B III, Aziz Avenue, Gulberg V, Lahore to transact the following business:

## Ordinary Business

1. To receive, consider and adopt the Audited Accounts together with the Directors' and Auditors' reports thereon for the year ended June 30, 2017.
2. To approve as recommended by Directors, the payment of Cash Dividend @ 30% i.e. Rs. 3/- per share and bonus @ 10% i.e. 1 share of every 10 shares for the year ended June 30, 2017.
3. To appoint auditors of the Company and fix their remuneration. The present auditor M/s EY Ford Rhodes Chartered Accountants retires and offers themselves for re-appointment.
4. To transact any other business with the permission of the Chair.

By Order of the Board

Lahore

October 03, 2017

Company Secretary

## BOOK CLOSURE:

The Members' Register will remain closed from October 19, 2017 to October 25, 2017 (both day inclusive)

## NOTES:

1. Transfer received in order at the Registered Office by the close of business hours on Wednesday, October 18, 2017 will be treated in time.
2. A member eligible to attend and vote at this Meeting may appoint another member as his/her proxy to attend and vote instead of him/her.
3. The instrument appointing a proxy and the power of attorney or other authority under which it is signed or a notorially attested copy of the power of attorney must be received by the Company at the Registered Office not later than 48 hours before the time for holding the Meeting.
4. CDC account holders will further have to follow the under mentioned guidelines as laid down in circular no. 1 dated January 26, 2000 of the Securities & Exchange Commission of Pakistan for attending the meeting:

## For Attending the Meeting:

- i. In case of individuals, the account holder or sub-account holder and whose registration details are uploaded as per the Regulations, shall authenticate his/her identity by showing his/her original National Identity Card (NIC) or passport at the time of attending the meeting.
- ii. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of meeting.

## For Appointing Proxies:

- i. In case of individuals, the account holder or sub-account holder and whose registration details are uploaded as per the Regulations, shall submit the proxy form as per above requirement.
- ii. Attested copies of valid CNIC or the passport of beneficial owners and the proxy shall be furnished with the proxy form.

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- iii. The proxy shall produce his/her original valid CNIC or original passport at the time of the meeting. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be produced (unless it has been provided earlier) at the time of meeting.

## Deduction of Tax on Dividend Income – Finance Act, 2017

It is hereby informed that pursuant to the Finance Act, 2017, effective from July 1, 2017, the rate of withholding tax under Section 150 of the Income Tax Ordinance, 2001 on dividend income has been segregated as follows:

- i) Rate of tax deduction on dividend income for filer of income tax return 15%  
ii) Rate of tax deduction of dividend income for non filer of income tax return 20%

Further you are therefore requested to please provide us the following details:

Name	Folio No. / CDC Account No.	National Tax No.	CNIC No. (for individual only) enclose a copy of valid CNIC, if not already provided

## Mandatory Requirement of Bank Account Details for Electronic Credit of Cash Dividend Payment as Per the Companies Act, 2017

This is to inform you that in accordance with the section 242 of the Companies Act, 2017 any dividend payable in cash shall only be paid through electronic mode directly into the bank account designed by the entitled shareholders. Please note that giving bank mandate for dividend payments is mandatory and in order to comply with this regulatory requirement and to avail the facility of direct credit of dividend amount in your bank account, you are requested to please provide the following information to your respective CDC Participant / CDC Investor Account Services (in case your shareholding is in book Entry Form) OR to our Share Registrar M/s. Corptec Associates (Pvt) Ltd (in case your shareholding is in Physical Form):.

Name of Shareholders	
Folio / CDS Account No.	
Title of Bank Account	
International Bank Account Number (IBAN) "Mandatory"	
Bank's Name	
Branch Name and address	
CNIC No.	
Cell number of shareholders	
Landline number of shareholders, if any	
Email	

## Notice to the Shareholders in terms of section 244 of the Companies Act 2017, to file their respective claims in respect of unpaid Dividend that remained unclaimed for a period of three years (or more).

In terms of section 244 of the Companies Act, 2017 (the Act) promulgated on May 30, 2017, Companies are required to deposit with the Federal Government, all the dividends, which remain unclaimed or unpaid for a period of three years from the date of issue. In view of the forgoing, it is to inform you that if you have any outstanding/unclaimed dividend(s), in respect of your account, you are therefore, advised to contact and lodge your claim to the share Registrar of the Company