

## NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the 39th Annual General Meeting of the members of the Company will be held on Thursday, October 24, 2019 at 11:15 a.m. at The Institute of Chartered Accountants of Pakistan (ICAP) Auditorium Hall, D-31/8, Chartered Accountants Avenue, Clifton, Karachi to transact the following business.

### ORDINARY BUSINESS:

1. To confirm the minutes of the Annual General Meeting held on Thursday, October 18, 2018.
2. To receive and adopt the Director's Report and Audited Financial Statements of the Company for the year ended June 30, 2019.
3. To approve the Final Cash Dividend for the year ended June 30, 2019 @ 50% i.e. Rs.2.50 per share of Rs.5 each to the members as recommended by the Board of Directors.
4. To appoint Auditors for the year ending on June 30, 2020 and fix their remuneration.
5. To transact such other business as may be placed before the meeting with the permission of the Chairman.

**BY ORDER OF THE BOARD**  
**ALI ASGHAR RAJANI**  
Company Secretary

Karachi: 14 September 2019.

### NOTES:

1. **Closure of Share Transfer Books**  
The share transfer books of the Company will remain closed from October 16, 2019 to October 24, 2019 (both days inclusive).
2. **Participation in General Meeting**  
A member of the company entitled to attend and vote may appoint another member as his/her proxy to attend and vote instead of him/her. Proxies must be received at the Company's Share Registrar office not later than 48 hours prior to the meeting.
3. **Guidelines to the General Meeting for CDC Account Holders**  
The CDC account / Sub account holders are requested to bring with them their Computerized National Identity Cards (CNIC) along with the participant(s) ID number and their account numbers at the time of attending the AGM in order to facilitate identification of the respective shareholders. In case of corporate entity, the Board of Directors Resolution / Power of attorney with specimen signature must be produced at the time of meeting.
4. **Change of Address**  
Members are requested to notify any change in their addresses and their contact numbers immediately to our Share Registrar: M/s. THK Associates (Pvt.) Limited.



**7. Deduction of Income Tax at Revised Rates**

The Government of Pakistan through Finance Act, 2019 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) Rate of tax deduction appearing in Active Taxpayer List (ATL) 15%
- (b) Rate of tax deduction not appearing in Active Taxpayer List (ATL) 30%

To enable the Company to make tax deduction on the amount of cash dividend @15% instead of 30%, all the shareholders whose names are not entered into the Active Taxpayers List (ATL) provided on the website of FBR, despite the fact that they are filers, are advised to make sure that their names are entered into ATL before the date of approval of the cash dividend, at the Annual General Meeting on 24th October 2019, otherwise tax on their cash dividend will be deducted @ 30% instead of 15%.

In case of Joint account, each holder is to be treated individually as appearing in ATL or not appearing in ATL and tax will be deducted on the basis of shareholding of each joint holder as may be notified by the shareholder, in writing as follows, to our Share Registrar, or if not so notified, each joint holder shall be assumed to have an equal number of shares.

Company Name	Folio/CDC Account No.	Total Shares	Principal Shareholders		Joint Shareholders	
			Name and CNIC #	Shareholding Proportion (No. of Share)	Name and CNIC #	Shareholding Proportion (No. of Share)

The Corporate shareholders having CDC account are required to have their National Tax Number (NTN) updated with their respective participants, whereas physical shareholders should send a copy of their NTN certificate to the Company or Company's Share Registrar M/s. THK Associates (Pvt.) Limited. The shareholders while sending NTN or NTN certificates, as the case may be, must quote company name and their respective Folio numbers.

**8. Transmission of Financial Statements and Notices through Electronically**

With reference to SRO 787 (I/2014 dated 8th September 2014) issued by SECP, shareholders have an option to receive Annual Audited Financial Statements and Notice of Annual General Meeting through email. Shareholders of the Company are requested to give their consent on prescribed format placed on the Company's website [www.hal-financialstatement.com](http://www.hal-financialstatement.com) to our Shares Registrar, M/s THK Associates (PVT) Ltd. at 40-C,Block-6, P.E.C.H.S., Karachi, to update our record if they wish to receive Annual Audited Financial Statements and Notice of Annual General Meeting through email. However, if a shareholder, in addition, requests for a hard copy of the Audited Financial Statements, the same shall be provided free of cost within seven (07) days of receipt of such request.

**9. Video Conference Facility**

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 07 days prior to date of meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that city.

## **Habib-ADM Ltd.**

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To avail this facility a request to be submitted to registered address of the Company 07 days before holding of the Annual General Meeting.

For any query / clarification / information, the shareholder may contact the Company. and/or the Share Registrar at the following addresses:

**Company Address:**

**Habib - ADM Ltd.**

2nd Floor, UBL Building,

I.I. Chundrigar Road, Karachi.

Phone: (+92-21) 32411887 Fax: (+92-21) 32414581

e-mail: [habib-adm@cyber.net.pk](mailto:habib-adm@cyber.net.pk)

**Share Registrar Address:**

**M/s. THK Associates (Pvt.) Limited**

1st Floor, 40 - C, Block - 6, P.E.C.H.S.,

Karachi-75400

UAN: (021) 111-000-322

Fax: (021) 34168271

e-mail: [secretariat@thk.com.pk](mailto:secretariat@thk.com.pk)