



SAIF TEXTILE MILLS LIMITED

NOTICE OF 29th ANNUAL GENERAL MEETING

NOTICE is hereby given that the 29th Annual General Meeting of Saif Textile Mills Limited will Insha'Allah be held on Friday October 26, 2018 at 11:00 a.m. at its registered office, APTMA House Tehkal Payan, Jamrud Road, Peshawar, to transact the following business:

- **ORDINARY BUSINESS:-**
 1. To confirm minutes of the last Extra Ordinary General Meeting of the Company held on March 31, 2018.
 2. To receive, consider and adopt the annual audited financial statements of the Company together with the Directors' and Auditors' Reports thereon for the year ended June 30, 2018.
 3. To approve cash dividend @ 7.50% i.e. Re. 0.75/- per share for the year ended June 30, 2018 as recommended by the Board of Directors.
 4. To appoint auditors and to fix their remuneration for the financial year ending June 30, 2019, who will hold office till conclusion of the next Annual General Meeting. The Board on the recommendation of the Audit Committee has proposed the appointment of M/s Shinewing Hameed Chaudhri Chartered Accountants as external auditors. The retiring auditors being eligible, have offered themselves for re-appointment.
 - **SPECIAL BUSINESS:-**
 5. To consider and approve the following resolution(s), with or without modification, as special resolution for sharing of common expenses, sale and purchase of goods with associated companies including M/s. Kohat Textile Mills Limited & Mediterranean Textile Company.

"Resolved that the company be and is hereby authorized to share common expenses with M/s. Kohat Textile Mills Limited an associated company or any other associated Company which may include but not limited to office rents, administrative salaries, utilities expenses, repair and maintenance and other miscellaneous expenses etc. (collectively the "Administrative Expenses"), in respect of its joint offices.

Further Resolved that Chief Executive & Secretary of company be and are hereby authorized to take all legal and other corporate formalities with regard to these matters on behalf of the company and to do all such acts, deeds and things as may be deemed necessary and beneficial for the Company.

Resolved Further That the Related Party Transactions of sale and purchase of goods to/from associated companies as disclosed in notes to the audited financial statements be and are hereby ratified, approved and confirmed.

Further Resolved That the Chief Executive of the company be and is hereby authorized to approve the Related Party Transactions regarding sale and purchase of goods to/from associated companies as disclosed in notes to the financial statements.
 6. To transact any other business with the permission of the Chair.
- Attached to this Notice is a Statement of Material Facts covering the above-mentioned special business, as required under Section 134(3) of the Companies Act, 2017.

BY ORDER OF THE BOARD
(SABIR KHAN)
Company Secretary

Peshawar, October 05, 2018

NOTES:

1. The Shares Transfer Books of the Company will remain closed from October 20, 2018 to October 26, 2018 (both days inclusive) transfers received in order at the office of the Company's Shares Registrar. M/s Hameed Majeed Associates (Pvt) Limited, HM House, 7-Bank Square, Lahore by the close of business on dated October 19, 2018 will be treated in time.
2. A member entitled to attend and vote at the meeting, may appoint another person/member as a proxy to attend, speak and vote on behalf of him/her. Proxy Forms duly stamped with Rs.5/- revenue stamp, signed and witnessed by two persons, in order to be valid must be received at the Registered Office of the Company not later than 48 hours before the time of holding the meeting.
3. Any individual beneficial owners of CDC, entitled to attend and vote at the meeting must bring his/her CNIC or passport to prove his/her identity and the proxy shall produce his/ her original CNIC or passport. In case of corporate members, the Boards' resolution or power of attorney with specimen signatures of the nominee shall require to be produced at the time of meeting.
4. For the convenience of Members, a Standard Request Form with appropriate details has been uploaded on the Company's website www.saiftextile.com. Those Members who opt to receive the hard copies of the annual audited financial statements instead of sending the same through CD/DVD/USB at their registered addresses may apply to the Company Secretary at his postal address i.e. APTMA House Tehkal Payan Jamrud Road, Peshawar or email address c.a@saifgroup.com.
5. Members are requested to submit an attested photocopy of their valid Computerized National Identity Cards (CNICs) as per SECP's direction, if not provided earlier.
6. Members are requested to promptly notify any change in their address.
7. Pursuant to Section 132(2) of the Companies Act, 2017 if the Company receives consent from members holding in aggregate 10% or more shareholding residing in a geographical location to participate in the meeting through video conference at least 7 days prior to the date of Annual General Meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that city. To avail this facility please fill the following form and submit to the registered address of the Company within seven (07) days before holding of annual general meeting.

I/We, _____ of _____, being a member of
Saif Textile Mills Limited, holder of _____ Ordinary Shares
as per Register Folio No. / CDC A/C No. _____ hereby opt for Video Conference Facility at _____

Signature of member

If the Company receives consent from members holding an aggregate 10% or more shareholding residing at a geographical location, to participate in the meeting through Video Conference at least 07 days prior to the date of meeting, the Company will arrange Video Conference facility in that city subject to availability of such facility in that city.

8. **DIVIDEND PAYMENTS THROUGH ELECTRONIC MODE:**

In order to receive the future dividends through electronic mode as per requirements of Section 242 of the Companies Act, 2017 shareholders are requested to provide the following detail to our share registrar M/s Hameed Majeed Associates (Pvt) Limited, HM House, 7-Bank Square, Lahore.

Name of Shareholder	
Folio / CDS Account No.	
CNIC	
Email	
Title of Bank of Account	
Bank Account (IBAN) Number (24-Digits)	
Bank's Name	
Branch Name and Address	
Contact No.	

STATEMENT OF MATERIAL FACTS U/S 134(3) OF THE COMPANIES ACT, 2017

The transactions with associated companies regarding sharing of common expenses and sale and purchase of goods require approval of the Board on the recommendation of the audit committee on quarterly basis pursuant to clause (15) of the Listed Companies (Code of Corporate Governance) Regulations, 2017, however, the majority of company's directors being interested in the said transactions due to their common directorship and holding of shares in the associated companies, the quorum of the directors could not be formed for approval of these transactions pursuant to section 207 of the Companies Act, 2017, thus, these transactions are being placed before the members for their approval.