



HUFFAZ SEAMLESS PIPE INDUSTRIES LTD

NOTICE OF EXTRAORDINARY GENERAL MEETING

Notice is hereby given that the 15th Extraordinary General Meeting of HUFFAZ SEAMLESS PIPE INDUSTRIES LIMITED will be held on Saturday, December 15, 2018 at 11:00 a.m. at Junagarh Community Centre Opposite. Mashriq Centre, Block-17, Gulshan-e-Iqbal, Karachi-75300 to transact the following business:-

1. To elect Fourteen Directors including Three Independent Directors and one Female Director of the company as fixed by the Board of Directors in the Meeting on October, 30 2018 in Pursuance of Section 159(1) of the Companies Act 2017 for a term of three years.

Following Directors of the Company will cease to hold office upon election of new Directors:

1. Mr. Talal Yousuf Mohamed Najibi (UAE)
2. Mr. Nabil Abdul Rahman Ahmad Arif (UAE)
3. Mr. Fahad Abdul Aziz Eshaq Al Shaikh (UAE)
4. Hafiz Abdul Majid
5. Hafiz Abdul Haseeb
6. Hafiz Abdul Waheed
7. Hafiz Abdul Sami
8. Hafiz Abdul Aleem
9. Mr. Arshad Ahmed
10. Mr. Muhammad Hafiz
11. Mr. Nasir Mahnood (Independent Director)

The retiring Directors are eligible for re-election.

2. To consider any other business with the permission of the Chair.

By order of the Board

Karachi
November 23, 2018

Usama Ahmed
Company Secretary

Notes:

1. The Share Transfer Books of the Company will remain closed from December 02, 2018 to December 15, 2018 (both days inclusive), to determine the names of members entitled to attend and vote in the meeting.
2. Any member desirous to contest the election of Directors shall, whether he/she is retiring director or otherwise, file the following with the Company Secretary at its registered office, 207-210, 2nd Floor, Mashriq Centre, Gulshan-e-Iqbal, Block 14, Karachi, not later than fourteen days before the date of the above said meeting.
 - a. His/her intention to offer himself/herself for the election in terms of section 159(3) of the Companies Ordinance, Act 2017 together with a consent in Form 28.
 - b. File a declaration to the effect that he/she is aware of the duties and powers of Director under the relevant laws, the Memorandum & Articles of Association of the Company and the Rule Book of the Pakistan Stock Exchange that he/she meets the requirement of appointments as Director under the Code of Corporate Governance of SECP.A copy of the relevant documents may be obtained from the office of the Company Secretary or may be downloaded from the website of the SECP: www.secp.gov.pk
3. A member eligible to attend and vote at the Extraordinary General Meeting is entitled to appoint another Member as his/her proxy to attend and vote on his/her behalf.
4. Instrument appointing proxy to be valid must be properly filled-in/executed attached with certified copies of CNIC/Passport) of the member of and his proxy and shall be witnessed by two persons whose names addresses and CNIC numbers shall be mentioned on the form. For the persons representing a corporate entity, original power of attorney duly notarized mentioning (1) the Folio Number (2) CNIC of the member giving power (3) Folio Number of Attorney and his CNIC Number be deposited with Company at least 48 hours before the time of the meeting and must be duly stamped and signed. No Power of Attorney will be accepted if the signature of member; giving the Power of Attorney or that of the Attorney does not tally with the record of the Company or/such Power of Attorney does not comply with any of these conditions.
5. A corporate entity, which is a member of the Company, may by resolution of its Board of Directors of Governing Body authorize a person to act as its representative at the meeting.
6. CDC Account Holders will further have to follow the under mentioned guidelines as laid down in Circular No. 1 of 2000 dated January 26, 2000 issued by the Securities and Exchange Commission of Pakistan.
7. Members are requested to notify the Company promptly of any change in their addresses.
8. In the absence of CNIC, the receipt of CNIC application with NADRA along-with old/expired. NIC/CNIC will also be acceptable wherever the CNIC is required.
9. Members are requested not to bring children along-with them, as children will not be allowed in the meeting.

For Attending the Meeting:

1. In case of individuals, the account holder or sub-account holder and or the person whose securities are in group account and their registration details are uploaded as per the Regulations, shall authenticate his/her identity by showing his/her original CNIC or original valid passport at the time of attending the meeting.
2. 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 the meeting.

For Appointing Proxies:

1. In case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account and their registration details are uploaded as per the regulations, shall submit the proxy form as per the above requirement.
2. Attested copies of CNIC or the valid passports of the beneficial owners shall be furnished with the proxy form.
3. The proxy shall produce his/her original CNIC or original passport at the time of the meeting.
4. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature and copy of CNIC of authorized person shall be submitted (Unless it has been provided earlier) along-with proxy form to the Company.