

# ITTEHAD CHEMICALS LIMITED

## NOTICE OF ANNUAL GENERAL MEETING

**NOTICE** is hereby given that the 29<sup>th</sup> Annual General Meeting of the shareholders of **Ittehad Chemicals Limited** will be held on Monday, October 26, 2020, at 11:00 a.m. at the Registered Office at 39 - Empress Road, Lahore to transact the following business:

### **Ordinary Business**

1. To confirm the Minutes of Extraordinary General Meeting held on March 28, 2020.
2. To receive, consider and adopt the Audited Financial Statements of the Company for the Financial Year ended June 30, 2020 together with the Directors' and Auditors' Reports thereon.
3. To approve Final Cash Dividend of Rs. 1.00 per share i.e. 10% as recommended by the Board of Directors.
4. To appoint Auditors for the year 2020-21 and to fix their remuneration.  
M/s BDO Ebrahim & Co., Chartered Accountants retire and being eligible, have offered themselves for re-appointment.
5. Any other business with the permission of the Chair.

By Order of the Board

Abdul Mansoor Khan  
Company Secretary

Lahore  
September 18, 2020

### **Notes:-**

- i. The Share Transfer Books of the Company will remain closed from October 20, 2020 to October 26, 2020 (both days inclusive). Transfers received in order by our Share Registrars, M/s Hameed Majeed Associates (Pvt.) Limited, H.M. House, 7-Bank Square, The Mall, Lahore by the close of business on October 19, 2020 will be considered in time for dividend entitlement as well as for the purpose of attending and vote in Annual General Meeting.
- ii. A member of the Company entitled to attend and vote at this meeting may appoint another member as his/her proxy to attend and vote on his/her behalf. The proxy, in order to be effective, must be received at the registered office of the Company duly signed and stamped not less than 48 hours before the time of meeting.
- iii. The CDC Account holders/sub-account holders are requested to bring with them their original CNICs or Passports along with the Participant(s) ID Number and CDC account numbers at the time of attending the Annual General Meeting for identification purpose.

- iv. In case of Corporate entity, the Board of Directors' resolution / power of attorney with specimen signatures of the nominee shall be produced (unless it has been provided earlier) at the time of the meeting. The nominee shall produce his original CNIC at the time of attending the meeting for identification purpose
- v. Members are requested to notify the change of address immediately, if any, to Company's Shares Registrar.
- vi. Under the provisions of section 242 of the Companies Act 2017, any dividend payable in cash shall only be paid through electronic mode directly into the Bank Account designated by the entitled shareholders. The shareholders are hereby advised to provide a dividend mandate in favour of e-dividend by providing dividend mandate form (specimen available on Company's website). In case of CDC shareholders, please update the record with your CDC Participant.
- vii. The Government of Pakistan has made certain amendments in 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 (a) 15% for filers of income tax returns and (b) 30% for non-filers of income tax returns. The members are advised to update their status accordingly in order to avoid any inconvenience for any dividend.
- viii. In accordance with the provisions of Section 244 of the Companies Act, 2017, where a dividend has been declared by a company but has not been paid or claimed, within a time period specified under Section 242, to any shareholder entitled to the payment of the dividend, the company shall, within fifteen days from the date of expiry of the said period, transfer the total amount of dividend which remains unpaid or unclaimed to a separate profit bearing account to be called the unpaid dividend account opened by the company for this purpose in any scheduled bank. The deposits in the unpaid dividend account shall be used for payment to a claimant. The Company will ensure the aforesaid compliance in case of any dividend payment along with ensuring compliance of other provisions of the aforesaid section.
- ix. Members can also avail video conference facility in the cities where facility can be provided keeping in view the geographical dispersal of members. In this regard fill the application as per following format and submit to the registered address of the company 10 days before the date of Annual General Meeting. The video conference facility will be provided only if the company receives consent from members holding in aggregate 10% or more shareholding residing at geographical location, to participate in the meeting through video conference at least 10 days prior to the date of meeting. The company will intimate members regarding venue of video conference facility at least 5 days before the date of Annual General Meeting along with complete information necessary to enable them to access such facility.

I / We \_\_\_\_\_ of \_\_\_\_\_ being member of Ittehad Chemicals Limited, holder of \_\_\_\_\_ Ordinary shares as per Register Folio # / CDC Account # / Participant Id # hereby opt for Video conference facility at \_\_\_\_\_.

\_\_\_\_\_  
Signature of shareholder

- x. The Annual Report is being transmitted to shareholders through CD or DVD or USB instead of sending in Book form / hard copy in terms of SECP SRO # 470(I)/2016 dated May 31, 2016 and its subsequent approval in the Annual General Meeting held on October 26, 2017.
- xi. Pursuant to “Companies (Postal Ballot) Regulations, 2018” issued vide SECP SRO.254(I)/2018 dated February 22, 2018 members may exercise their right to vote through e-voting.
- xii. The Annual Report for the Financial Year ended June 30, 2020 will be placed on Company’s website [www.ittehadchemicals.com](http://www.ittehadchemicals.com) in due course of time.