

October 02, 2020

### MATCO FOODS LIMITED

B-1/A, S.I.T.E., Phase 1, Super Highway Industrial Area, Karachi-75340. Tel: +92 21 36880735, 36880737 Cell: +92 301 8250969, +92 321 2422902

Fax: +92 21 36881443 Email: contact@matcofoods.com

### The General Manager

Pakistar Stock Exchange Stock Exchange Building . Stock Exchange Road Karachi

Dear Sir,

### Subject: Notice of Annual General Meeting

Please find enclosed herewith a copy of the Notice of Annual General Meeting of Matco Foods Limited to be held on Saturday, October 24, 2020 at Registered Office of the Company at B-1/A, S.I.T.E. Phase 1, Super Highway Industrial Area, Karachi through Video Conference for circulation amongst the TRE Certificate Holders of the Exchange.

The same notice has been published in Pakistan Observer (English) and Roznama Dunya (Urdu) on Friday, October 2, 2020.

Yours truly,

For and on behalf of Matco Foods Limited

Danish Ahmed

Company Secretary

CC: The Director/HOD

Surveillance, Supervision and Enforcement Department Securities and Exchange Commission of Pakistan

NIC Building, 63-Jinnah Avenue, Blue Area,

Islamabad



# **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given to the members that Annual General Meeting of Matco Foods Limited will be held on Saturday, October 24, 2020 at 11:00 am at Registered Office of the Company at B-1/A, S.I.T.E. Phase 1, Super Highway Industrial Area, Karachi through Video Conference to transact the following business:

#### A. Ordinary Business:

- 1. To read and confirm the minutes of the previous annual general meeting held on October 24, 2019.
- 2. To receive, consider and adopt the Audited Annual Financial Statements of the Company together with the Directors' and Auditors' reports thereon for the year ended June 30, 2020 along with the Audited Consolidated Financial Statements of the company and Auditor's report thereon for the year ended June 30, 2020.
- 3. To approve the payment of final cash dividend @ Rs. 0.45 per share i.e. 4.5% for the year ended June 30, 2020 as recommended by the Board of Directors.
- 4. To appoint Auditors of the Company for the year ending June 30, 2020 at a mutually agreed rate of remuneration. The Board of Directors on the recommendation of the Audit Committee has proposed appointment of M/s Grant Thornton Anjum Rehman Chartered Accountants. The retiring Auditors being eligible offer themselves for re-appointment.

#### **B.** Special Business

5. To consider and if deemed fit, pass the following Special Resolutions with or without modification(s):

## **Investment in Associated Companies & Associated Undertakings:**

"RESOLVED THAT the consent and approval be and is hereby accorded under Section 199 of the Companies Act, 2017 and "Companies (Investment in Associated Companies or Associated Undertakings) Regulations, 2012" to further invest up to PKR 50,000,000 (Rupees Fifty Million) in Barentz Pakistan (Private) Limited ("BPPL"), an associated company in order to meet its working capital requirements / operational expenses subject to the terms and conditions mentioned in the Annexed Statement under Section 134(3)."

"FURTHER RESOLVED THAT for the purpose of giving effect to the above investment, the Company's Chief Executive Mr. Khalid Sarfaraz Ghori or Company's Director Mr. Faizan Ali Ghori or Company Secretary Mr. Danish Ahmed be and are hereby singly empowered and authorized to do all acts, matters, deeds and things, take any or all necessary actions including signing and execution of agreement(s) and to complete all legal formalities including filing of applications for no objection certificate/permission from any authority / Commission as may be necessary or incidental or expedient for the purpose of implementing the aforesaid resolution."

### C. Any Other Business

6. To transact any other business with the permission of the Chairman.



Statements as required under section 134(3) of the Companies Act, 2017 in respect of the special business is annexed to the notice of meeting circulated to the members of the Company.

Karachi October 02, 2020 By order of the Board
Danish Ahmed
Company Secretary

### **NOTES:**

#### 1) CLOSURE OF SHARE TRANSFER BOOK

The share transfer books of the Company will remain closed and no transfer of shares will be accepted for registration from October 19, 2020 to October 26, 2020 (both days inclusive). Transfers received in order at the Company's Registrar Office at CDC Share Registrar Services Limited, CDC House, 99-B, Block B, S.M.C.H.S. Main Shahra-e-Faisal, Karachi - 74400, by the close of business on October 16, 2020 will be treated in time for the purpose of payment of the final cash dividend, if approved by the shareholders.

#### 2) PARTICIPATION IN THE ANNUAL GENERAL MEETING

- (a) In light of the COVID-19 situation, the Securities and Exchange Commission of Pakistan ("SECP"), in terms of its Circular No.5 dated March 17, 2020 and Circular No. 25 dated August 31, 2020, has advised companies to modify their usual planning for general meetings for the safety and wellbeing of shareholders and the public at large with minimal physical interaction. Hence, the proceedings of the meeting will be carried out through video-link facility. In this regard, special arrangements have been made for the AGM which are as under:
  - (i) AGM will be held through Zoom application a video link facility.
  - (ii) Shareholders interested in attending the AGM through Zoom application will be requested to get themselves registered with Share Registrars of the Company M/s. CDC Share Registrar Services Limited at least 48 hours before the time of AGM at cdcsr@cdcsrsl.com by providing the following details:

CDC Participant ID / Folio No.	Company	Name of Shareholder	CNIC No. / NTN No.	Cell No.	Email address
	Matco Foods Limited				

Video-link for the meeting will be sent to members at their provided email addresses enabling them to attend the meeting on the given date and time.

Login facility will be opened sixty (60) minutes before the meeting time to enable the participants to join the meeting after the identification process. Shareholders will be able to login and



participate in the AGM proceedings through their devices after completing all the formalities required for the identification and verification of the shareholders.

- (iii) Shareholders may send their comments and suggestions relating to the agenda items of the AGM to the Company Secretary Office at least two (2) working days before the AGM, at the given email address cdcsr@cdcsrsl.com or WhatsApp on 0321-8200864. Shareholders are requested to mention their full name, CNIC # and Folio/CDC Account # for this purpose.
- (iv) Shareholders are encouraged to participate in the AGM to consolidate their attendance and participation through proxies.
- (b) A member entitled to attend the meeting may appoint any other member as his/her proxy to attend the meeting through video-link. A proxy form is enclosed.
- (c) The instrument appointing a proxy and the power of attorney or other authority under which it is signed or a notarially attested copy of power of attorney must be deposited at the Share Registrar of the Company M/s. CDC Share Registrar Services Limited at least 48 hours before the time of the AGM (i.e. latest by Thursday, October 22, 2020 at 11:00 a.m.).
- (d) For appointing proxies, the shareholders will further have to follow the under mentioned guidelines as laid down by the Securities and Exchange Commission of Pakistan:
  - (i) In case of individuals having physical shareholding or 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 CDC Regulations, shall submit the proxy form accordingly.
  - (ii) The proxy form shall be witnessed by two persons whose names, addresses and CNIC number shall be mentioned on the form.
  - (iii) Notarized copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
  - (iv) In case of a corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

## 3) <u>CNIC/NTN NUMBER ON DIVIDEND WARRANT (MANDATORY)</u>

As it has already been notified from time to time, SECP has directed vide its Notification S.R.O. 831(1)/2012 dated July 5, 2012 that the Dividend Warrant(s) should also bear the Computerized National Identity Card (CNIC) number of the registered shareholder or the authorized person, except in case of minor(s) and corporate shareholder(s).

In order to comply with the SECP's directives and in terms of Section 243(2)(a) of the Companies Act, 2017, the Company shall be constrained to withhold the Dividend Warrant(s), in case of non-availability of a copy of valid CNIC (for individuals) and National Tax Number (for corporate entities).



Accordingly, shareholders who have not yet submitted a copy of their valid CNIC or NTN are once again requested to immediately submit the same to the Company or Share Registrar, CDC Share Registrar Services Limited.

## 4) TRANSMISSION OF ANNUAL AUDITED ACCOUNTS THROUGH EMAIL

The Securities and Exchange Commission of Pakistan through its notification SRO787(1)/2014 dated 8<sup>th</sup> September 2014 has permitted / allowed companies to circulate Annual Financial Statements along with the Notice of Annual General Meeting to its members through email. Accordingly, members are requested to send written request to the company's registered office at mentioned above along with your valid email address to provide you the financial statements at your valid email address. In case you don't wish to avail this facility, the financial statements will be sent to you at your registered address as per normal practice.

## 5) <u>DEDUCTION OF WITHHOLDING INCOME TAX FROM DIVIDEND UNDER SECTION 150</u> THE INCOME TAX ORDINANCE, 2001 (MANDATORY)

i) The rates of deduction of income tax under Section 150 of the Income Tax Ordinance, 2001 from dividend payment, if any, effective July 1, 2019 are as follows:

1.	Rate of tax deduction for persons appearing in Active Taxpayer List (ATL)	15%
2.	Rate of tax deduction for persons not appearing in Active Taxpayer List (ATL)	30%

Shareholders who are filers are advised to make sure that their names are entered into latest Active Tax Payer List (ATL) provided on the website of FBR at the time of dividend payment otherwise they shall be treated as non-filers and tax on their dividend will be deducted at the rate of 30% instead of 15%.

The Federal Board of Revenue has clarified that withholding tax will be determined separately on filer and non-filer status of principal shareholder as well as joint holder (s) based on their 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.

			Principal	Shareholder	Joint	Holder
npany ame	Folio/CDC Account No.	Total Shares	Name & CNIC No.	Shareholding Proportion No. of Shares	Name & CNIC No.	Shareholding Proportion No. of Shares

The above required information must be reached to the Company's Registrar Office at above mentioned address within ten (10) days of this notice otherwise it will be construed that the shares are equally held by principal shareholder and joint holder(s).

The shareholders who holds shares jointly are requested to provide shareholding proportions of the principal shareholder and joint holder (s) in respect of shares held by them (only if not provided) to our registrar in writing.



- ii) As per FBR circulars no. 1(29)WHT/2006 dated June 30, 2010 and No.1(43)DG(WHT)/2008-Volume-ii 66417R dated May 12, 2015, the valid exemption certificate is mandatory to claim exemption of withholding tax u/s 150 of the Income Tax Ordinance, 2001 (tax on dividend amount) where the statuary exemption under clause 47B of part iv of second schedule is available. The shareholders who fall in the category mentioned in above clause and want to avail exemption u/s 150 of the ordinance must provide valid tax exemption certificate to the company at its registered address mentioned above before book closer positively otherwise tax will be deducted on dividend as per applicable rules.
- iii) The corporate shareholders having CDC accounts are required to have their National Tax Number (NTN) updated with their respective participants, whereas corporate physical shareholders should send a copy of their NTN certificate to the Company or CDC Share Registrar Services Limited. The shareholders while sending NTN or NTN certificates, as the case may be, must quote company name and their respective folio numbers.

## 6) PAYMENT OF CASH DIVIDEND ELECTRONICALLY

In accordance with the provisions of Section 242 of the Companies Act, 2017, it is mandatory for a listed company to pay cash dividend to its shareholder only through electronic mode directly into the bank account designated by the entitled shareholder. Please note that giving bank mandate for dividend payments is mandatory and in order to comply with this regulatory requirement, you are requested to please provide the following information to your respective CDC Participant / CDC Investor Account Services:

	Details of Shareholder
Name of shareholder	
Folio/ CDS Account No.	
CNIC No.	
Cell number of shareholder	
Number of Shares	
Title of Bank Account	
International Bank Account Number (IBAN)	
Bank Name	
Branch Name and its code and address	

Please note that as per Section 243(3) of the Companies Act, 2017, listed companies are entitled to withhold payment of dividend, if necessary information is not provided by shareholders.

## 7) PLACEMENT OF FINANCIAL ACCOUNTS ON WEBSITE

Pursuant to the notification of the SECP (SRO 634(I)/2014) dated July 10, 2014, the financial statements of the Company have been placed on the Company's website at <a href="www.matcofoods.com">www.matcofoods.com</a>.

#### 8) CHANGE OF ADDRESS (IF ANY)

The shareholders are requested to notify the Company at its registered office at aforesaid address if there is any change in their addresses and update zakat status with their participants immediately.





## STATEMENT UNDER SECTION 134(3) OF THE COMPANIES ACT, 2017

#### INVESTMENTS IN ASSOCIATED COMPANIES & ASSOCIATED UNDERTAKINGS

The Board of Directors of the Company has approved the specific limits of investments in the form of loans / advances in the following associated companies and associated undertakings subject to the consent of members under Section 199 of the Companies Act, 2017 / Companies (Investment in Associated Companies or Associated Undertakings) Regulations, 2017. The Board of Directors do hereby undertake / certify that necessary due diligence for the following proposed investments have been carried out.

(a) Di	isclosure for all types of Investments:			
(A) Di	isclosure regarding associated company			
(i)	Name of the associated company or associated undertaking	Barentz Pakistan (Private)	Limited ("B	PPL")
(ii)	Basis of Relationship	Matco Foods Limited ow	ns 49% shar	eholding in
(11)	Busis of Relationship	the Barentz Pakistan (Private) Limited		
(iii)	Earnings / (Loss) per share for the last three	2020: (0.24)*	ute) Emitted	
	Years	2019: (2.14)		
	Tomb	2018: N/A		
		2017: N/A		
(iv)	Break-up value per share, based on last	2020: PKR 7.61*		
	audited financial statements	2019: PKR 7.86		
(v)	Financial position, including main items of			
	statement of financial position and profit		2020*	2019
	and loss account on the basis of its latest		Rs. in N	
	financial statements	Total Equity	38.06	39.28
		Total assets	63.59	45.67
		Total liability	25.53	6.39
		Gross profit	10.70	0.45
		(Loss) / Profit before	2.25	(10.65)
		tax		
		(Loss)/	(1.22)	(10.72)
		Profit after tax		
(vi)	In case of Investment in relation to a project of			
	associated company or associated undertaking			
	that has not commenced operations,			
	following further information, namely:			
	I. Description of the project and its	Not Applicable		
	history since conceptualization			
	II. Starting date and expected date of	Not Applicable		
	completion of work			
	III. Time by which such project shall	Not Applicable		
	become commercially operational			
	IV. Expected time by which the project shall	Not Applicable		
	start paying return on investment			
	V. Funds invested or to be invested by the	Not Applicable		
	promoters, sponsors, associated company			
	or associated undertaking distinguishing			



	between cash and non-cash amounts	
(B) Ge	neral Disclosure	
(i)	Maximum amount of investment to be made	PKR 50,000,000/- (Rupees Fifty Million Only).
(ii)	Purpose, benefits likely to accrue to the investing company and its members from such investment and period of investment	The investment amount will be utilized by the associated company to meet the working capital requirement of the Company as they have recently been awarded a distribution contract of Oily Blend Vitamin to Oil and Ghee Industry by multinational company which will surely increase the top and bottom line of the Company.  Matco Foods Limited will be benefited ultimately through where of profit/dividend and interest.
		through share of profit/dividend and interest income from the associated company.
(iii)	Sources of funds to be utilized for investment and where the investment is intended to be made using borrowed funds,-	The investment will be made from Company's own funds.
	I. Justification for investment through borrowings;	N/A
	II. Detail of collateral, guarantees provided and assets pledged for obtaining such funds; and	N/A
	III. Cost benefit analysis	N/A
(iv)	Salient features of the agreement(s), if any, with associated company or associated undertaking with regards to the proposed investment	Not Applicable
(v)	Direct or indirect interest of directors, sponsors, majority shareholders and their relatives, if any, in the associated company or associated undertaking or the transaction under consideration	Directors of the Company have no interest in the investee Company except in their capacity as Director of Investee Company.
(vi)	In case any investment in associated company or associated undertaking has already been made, the performance review of such investment including complete information/justification for any impairment or write offs	Matco Foods Limited has made an investment in the shares of the associated company during the year 2019-20 by Rs. 24.5 Million, the Company has started its commercial operations during the year and started recognizing its sales. Losses have been occurred due to preliminary expenses and fixed expenses of staff, therefore, it is decided that no impairment requirement is needed to make as of today.
(vii)	Any other important details necessary for the members to understand the transaction	None
	dditional disclosure regarding Loans and Adva	
(i)	category-wise amount of investment	Previously, Matco Foods Limited has subscribed the 2,450,000 shares of the associated company at Par Value Rs. 10 each. Now, Shareholders' loan will be provided to the associated company up to Rs. 50 Million.
(ii)	average borrowing cost of the investing company, the Karachi Inter Bank Offered Rate	Average borrowing cost of the investing Company ranges from 1 month KIBOR + 0.75% to 1.0%



	(KIBOR) for the relevant period, for the	and 3 month KIBOR + 0.55% to 1.5% in 2019 -
	relevant period	2020.
(iii)	rate of interest, mark up, profit, fees or	10% .
	commission etc. to be charged by investing	
	company	
(iv)	particulars of collateral or security to be	Will be decided with mutual consent at the time of
	obtained in relation to the proposed investment	extending the loan.
(v)	if the investment carries conversion feature i.e.	Not Applicable
	it is convertible into securities, this fact along	
	with terms and conditions including conversion	
	formula, circumstances in which the	
	conversion may take place and the time when	
	the conversion may be exercisable; and	
(vi)	repayment schedule and terms and conditions	The above facility will be repayable on demand.
	of loans or advances to be given to the	
	associated company or associated undertaking	

<sup>\*</sup> The financial year of the associated company have been linked with the Parent Company which is December 31 ended. Therefore, the figures as of June 30, 2020 (six months ended) reviewed by the statutory auditors of the associated company have been presented here for the better understanding of the Shareholders.



The Company Secretary Matco Foods Limited B-1/A, S.I.T.E., Phase 1 Super Highway Industrial Area Karachi

### **PROXY FORM**

I/We						of
				a me	mber of MATCO FC	ODS LIMITED
hereby appo	oint					of
					or	failing him/her
						of
	General Meeting of t thereof.					
Signed this		day of _		, 2020	0.	
Folio No.	CDC Participant ID No.	CDC Account / Sub-Account No.	No. of shares held		Please affix Revenue Stamp of Rs. 5/-	
Witness 1 Signature Name CNIC No. Address			Witness Signature Name CNIC No Address	)		

### Notes:

- The proxy must be a member of the company.
- The signature must tally with the specimen signature/s registered with the Company.
- If a proxy is granted by a member who has deposited his/her shares into Central Depository Company of Pakistan Limited, the proxy must be accompanied with participant's ID number and account/sub-account number alongwith attested photocopies of Computerized National Identity Card (CNIC) or the Passport of the beneficial owner. Representatives of corporate members should bring the usual documents required for such purpose.
- The instrument of Proxy properly completed should be deposited at the Registered Office of the Company not less than 48 hours before the time of the meeting.



#### MATCO FOODS LIMITED

B-1/A, S.I.T.E. Phase 1, Super Highway Industrial Area, Karachi 7534

#### NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given to the members that Annual General Meeting of Matco Foods Limited will be held on Saturday, October 24, 2020 at 11:00 am at Registe Office of the Company at B-1/A, S.I.T.E. Phase 1, Super Highway Industrial Area, Karachi through Video Conference to transact the following busing

- . To receive, consider and adopt the Audited Annual Financial Statements of the company together with the Directors' and Auditors' reports thereon for the year ended me 30, 2020 along with the Audited Consolidated Financial Statements of the company and Auditor's report thereon for the year ended June 30, 2020.
- 3. To appoint Auditors of the Company for the year ending June 30, 2020 at a mutually agreed rate of remuneration. The Board of Directors at April 2020 and April 2020 at a mutually agreed rate of remuneration. The Board of Directors on the recommendation the Audit Committee has proposed appointment of M/s Grant Thornton Anjum Rehman Chartered Accountants. The retiring Auditors being eligible offer themsel for re-appointment.

#### B. Special Business

n. Special distincts

To consider and if deemed fit, pass the following Special Resolutions with or without modification(s):

Investment in Associated Companies & Associated Undertakings:

"RESOLVED THAT the consent and approval be and is hereby accorded under Section 199 of the Companies Act, 2017 and "Companies (Investment in Associated). ompanies or Associated Undertakings) Regulations, 2012" to further invest up to PKR 50,000,000 (Rupees Fifty Million) in Barentz Pakistan (Private) Limitec "BPPL"), an associated company in order to meet its working capital requirements / operational expenses subject to the terms and conditions mentioned in the Annexure of Statement under Section 134(3)."

FURTHER RESOLVED THAT for the purpose of giving effect to the above investment, the Company's Chief Executive Mr. Khalid Sarfaraz Ghori or Company Director Mr. Faizan Ali Ghori or Company Secretary Mr. Danish Ahmed be and are hereby singly empowered and authorized to do all acts, matters, deeds and things take any or all necessary actions including signing and execution of agreement(s) and to complete all legal formalities including filing of applications for no objectior certificate/permission from any authority / Commission as may be necessary or incidental or expedient for the purpose of implementing the aforesaid resolution."

To transact any other business with the permission of the Chairman

ents as required under section 134(3) of the Companies Act, 2017 in respect of the special business is annexed to the notice of meeting circulated to the member

By order of the Board Company Secretary

#### NOTES:

#### 1) CLOSURE OF SHARE TRANSFER BOOK

The share transfer books of the Company will remain closed and no transfer of shares will be accepted for registration from October 19, 2020 to October 26, 2020 (both days inclusive). Transfers received in order at the Company's Registrar Office at CDC Share Registrar Services Limited, CDC House, 99-B, Block B,S.M.C.H.S Main Shahra-e-Faisal, Karachi - 74400, by the close of business on October 16, 2020 will be treated in time for the purpose of pay nent of the final cash dividend.

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(i) AGM will be held through Zoom application - a video link facility

i) Shareholders interested in attending the AGM through Zoom application will be requested to get themselves registered with Share Registrars of the Company M/s

The Control of the Registrar Services Limited at least 48 hours before the time of AGM at cdcsr@cdcsrsl.com by providing the following details:

Video-link for the meeting will be sent to members at their provided email addresses enabling them to attend the meeting on the given date and time

CDC Participant ID / Folio No.	Company	Name of Shareholder	CNIC No. / NTN No.	Cell No.	Email address
	Matco Foods Limited				

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- (b) A member entitled to attend the meeting may appoint any other member as his/her proxy to attend the meeting through video-link. A proxy form is enclosed.
- (c) The instrument appointing a proxy and the power of attorney or other authority under which it is signed or a notarially attested copy of power of attorney must be posited at the Share Registrar of the Company M/s. CDC Share Registrar Services Limited at least 48 hours before the time of the AGM (i.e. latest by Thursday tober 22, 2020 at 11:00 a.m.).
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  (ii) The proxy form shall be witnessed by two persons whose names, addresses and CNIC number shall be mentioned on the form.
- (iii) Notarized copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- (iv)In case of a corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be submitted (unless it has been provided earlier

#### along with proxy form to the Company. 3) CNIC/NTN NUMBER ON DIVIDEND WARRANT (MANDATORY)

As it has already been notified from time to time, SECP has directed vide its Notification S.R.O. 831(1)/2012 dated July 5, 2012 that the Dividend Warrant(s) should also bear the Computerized National Identity Card (CNIC) number of the registered shareholder or the authorized person, except in case of minor(s) and corp

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Compony	Folio/CDC Total		Principal Shareholder		Joint Holder		
Company Name	Account No.	Shares	Name &	Shareholding Proportion	Name &	Shareholding Proportion	
-			CNIC No.	No. of Shares	CNIC No.	No. of Shares	

The above required information must be reached to the Company's Registrar Office at above mentioned address within ten (10) days of this notice otherwise it will astrued that the shares are equally held by principal shareholder and joint holder(s).

The shareholders who holds shares jointly are requested to provide shareholding proportions of the principal shareholder and joint holder (s) in respect of shares held by them (only if not provided) to our registrar in writing.

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in The corporate shareholders having CDC accounts are required to have their National Tax Number (NTN) updated with their respective participants, where corporate physical shareholders should send a copy of their NTN certificate to the Company or CDC Share Registrar Services Limited. The shareholders while sending NTN or NTN certificates, as the case may be, must quote company name and their respective folio numbers.

#### 6) PAYMENT OF CASH DIVIDEND ELECTRONICALLY

accordance with provisions of Section 242 of the Companies Act, 2017, it is mandatory for a listedcompany to pay cash dividend to its shareholder only through exterioric mode directly into the bank accountdesignated by the entitled shareholder. Please note that giving bank mandate for dividend payments ismandatory and in order to comply with this regulatory requirement, you are requested to please provide thefollowing information to your respective CDC Participant / CDC Invest Account Services

	Details of Shareholder
Name of shareholder	
Folio/ CDS Account No.	
CNIC No.	
Cell number of shareholder	
Number of Shares	
Title of Bank Account	
International Bank Account Number (IBAN)	
Bank Name	
Branch Nameand its code and address	

ease note that as per Section 243(3) of the Companies Act, 2017, listed companies are entitled to withhold payment of dividend, if necessary information is no

to the notification of the SECP (SRO 634(I)/2014) dated July 10, 2014, the financial statements of the Company have been placed on the Company's website

R) CHANGE OF ADDRESS (IF ANY)

e shareholders are requested to notify the Company at its registered office at aforesaid address if there is any change in their addresses and update zakat status w neir participants immediately



S.I.T.E. ، B-1/A,

طلاع برائے سالانہ اجلاس عام

تلك كياجا تا ہے كەمىكۈنو ۋالىيىنىڭ كاسالا نداجلاس عام پروزېغتە، موردىد 24 كتوبرد 2020 مۇدن 11:00 بېڭىنىڭ كەرجىز ۋەختر، B.I.T.E. نB-1/A، غىز 1 ئېربانى وساعدْ سىز يارىمايى مى دۇيچا ئافرنس كە درىيعە، معدرجيا م جام دہی کے لئے منعقد کیاجائےگا:

#### عمومی امور:

1\_124 كَوْبِر 2019 كومنعقد وكَرْشته سالا نهاجلاس عام كى كاردوائي كي توثيق كرنا\_ 2۔ 30 جون، 2020 كوفتم ہونے والے مالى سال كيليّے كہنى كيّا ۋٹ شده مالى گواشوار ول معدد الرّ كيشرز اورآ ؤيٹرز كى رپورش كى وصولى ،غوروخوش اورمنظورى۔

3\_ بورڈ آف ڈائز کیٹرز کے سفارش کے مطابق 30 جون 2020 کوٹم ہونے والے سال کے لئے حتی نقد منا فع منقسب بشرح 4.5 روپے فی شیئر کیٹنی 14.5 واکرنے کی منظوری دیا۔

4۔30 جرین، 2021 کوٹتم ہونے والے مالی سال کے لئے آڈیٹرز کی گفترری اور ہاہمی منتقدشر ح پران کے مشاہرے کا تعین ۔ بعروۃ آف ڈائر کیلئرنے آؤٹ کے میٹی کی سفارش پر میسرز گرانٹ تھورٹن اجمرم جمان جارڈوا کا ڈکٹنٹرک کوئقر رکرنے کی تجویز دی ہے۔ریٹائر ہونے والے آؤیٹرزنے اٹل ہونے کی وجہ سے دوبار وتقر رکیلئے خودکو ٹیٹ کیا ہے۔

5- غوروخوش اورا گربترخیال کیا تو درج ذیل قرار دادکومعه یا بلاتر میم پاس کرنا۔

شريك كمينيون اورشريك انذرفيكنكونين سرماميكاري

۔ ''قرار پایا کہ زیر وفعہ (1343 بیان کے ایکس میں غدکورہ شرائنا وضواہ کے حوالہ ہے درکگ کیپٹل ضروریت/ کارہ باری اخراجات کو پیرا کرنے کے لئےشر بیکسپنی برینٹر پاکستان (پرائیزیٹ) کمیٹیٹریس کالمیٹیٹریس کیٹیٹر کیسٹریس کالمیٹیٹریس کالمیٹیٹریس کالمیٹیٹریس کالمیٹیٹریس کا اساس کالمیٹریس کیٹریس کالمیٹریس کالمیٹریس کیٹریس کالمیٹریس کالم (پہاں کمین دیے) تک کی مزید مرایکاری کی رضامندی اورمنظوری دی جائے اور بذر اید بذاکتینز ایک ، 2017ء کیشٹن 199 اور آلپینز (ایسوی ایٹ کہنیوں یا آیسوی ایٹ انڈرلیکٹ )ر ٹیکیشٹز ، 2012 کے تحت منظوری دی جاتی ہے۔ '''مزیرقرار پایا کندگوره مربایدکاری کوعمل جامد پینانے کے مقصد کے گئے کپنی کے جیف اگیز کیٹوجناب فالدسرفراز غوری یا کمپنی کے ذائر پیشر جناب فیصان علی غوری یا کمپنی کی جناب دانش احمد جیں اور بذراجہ خزاوہ پوری طر ے کام، معاملات، اعمال اور چزیں، معام وں پرو پخط اوران میگل درا کہ سمیت تمام شروری کا روائیاں سراانجام دیے اور کس بھی اتعار ٹی کیشن ہے اجازت نامہ/اجازت نامہ/اجازت نامے کے لئے درخواشیں داخل کرنے سمیت تمام آتا نونی ری مراحل کو کھیل کرنے جو ضروری یا واقعاتی ہوں یا ندکورہ قرار داد کو مملی جامہ پہنانے کے مقصد کے لئے کار آند ہوکے باافتیار اور مجاز ہیں۔

کوئی اور دیگر اصور 6۔ چیز مین کی اجازت کے کئی کے کی دیگرام ریکارروائی کرنا۔

خصوصی امور کی با ہے کینیز ایک 2017 کی دفعہ (1343 کے تحت مطلوبہ بیان اوٹس اجلاس سے مسلکہ کمپنی کے ارکان کو ترسیل کردیا گیا ہے۔

حسب الحکم بورڈ دانش احمہ سمپنی سیکریٹری

را چی 02 اکتوبر، 2020ء

وفس: - صعن تقلي كتب كي بندش

ئىپنى كىھىمىنىتكى ئابىل بندرېي گى اور 19 اكتوبر 2020 نة 26 اكتوبر 2020 دارېشول جرووايام ) رجىزلىنىن كے لئے قبول ئېين كى جا ئىن گاپ يىتىنى ئىستىزر جىزاردىنى بى ئائىررىجىزار سرورالمايلىدى ۋى يادىس، 8-99، بلاك S.M.C.H.S.B مين شارع فيعل، كرا يق 74400 مين 16 كتوبر 2020 وكاروبار سحافظتا م تك موصول بون والي مثليان تتى نفته منافع منظمه كاردان نے منظوری دی ، كی ادائيگل سے متقدمے لئے بروقت تصور ہوگی۔ سالانهاجلاس عام میں شرکت

(a)۔OOVID-19-20 کی صورت حال کی روژنی میں بیکوریٹرز ایڈرا پیجیج بیشن آف پاکستان (SECP) نے اپنے سرگلرنبر 5 موروند 17 مارچ 2020اور سرگلرنبر 25مور ند 31 اگست 2020 کی کی شرائط میں کمپنیوں کو تھھ میں داروں اور عام عام کی حفاظت اورفلات کے لئے گم اذکم ادکا انٹریکشن کے ساتھ عام اجلاسوں کی اپٹی معمول کی منصوبہ بندگی کوتبدیل کرنے کی ہدایت کی ہے۔ انبذاء اجلاس کی کارروائی وڈیولٹک کے ذریعے سرانجام دی جائے گی۔ اس سلسلے میں، AGM کے لئے خصوصی انتظامات کئے گئے ہیں جودرج ذیل ہیں: (i)\_AGM زوم اپلی کیشن ، وڈیوانک سہولت کے ذریعے منعقد ہوگا۔

ii) بوئمبران سالانداجاری مام می در مع این کیشن کے ذریعے شرکت کے فواہل بیں ان سے درخواست کی جاتی ہے کہ دوا پیادرین فریل تقبیلات AGM پرedesr@cdesrsl.com کے دقت سے کم ادر کم 48 کھنے شمل ارسال كرت كمينى كشيئر دجشراد ميسرزى في ئ شيئر دجشراد مرومز كمينشرك بال خود كورجشر كروائين:

ای میل ایڈریس	موبائل نمبر	CNIC نبر/NTN نبر	نام حصص دار	کمپنی	ى ڈى ي پارفيسىنىڭ آئى ڈى <i>ا</i> فوليونمبر		
				Matco Foods Limited			
Control Character and Character and Control Character and Control Character and Control Character and Character an							

اجلاس کے لئے وڈیوننگ ارکان کےفراہم کردہ ای میل ایڈریس پرارسال کیا جائے گا تا کہائییں دی گئی مقررہ تاریخ اوروقت پرا جلاس میںشرکت کے قابل بنایا جا سکے۔ لاگ ان کی سورے اجلاں کے وقت ہے ساٹھ (60) منٹ قبل کھول دی جائے گا تا کہ شرکا دشاخت کے قبل کے بعدا جلاس میں شامل ہونیکس جھھمی یافتیکان کی شاخت اور تو بیش کے لئے درکار تمام فارسیلیز بھمل کرنے کے بعد تعص يا فتكان إلى ذيواكسز ك ذريع AGM كارروائي بين لاگ ان اوراس مين حصه كيكيس ك\_

(iii) شیئر ہولڈرز AGM کے ایجیٹرا آئٹم سے متعلق اپنے تاثرات اور تباویز کمیٹی کے سکیٹرٹری آفس AGM ہے کم از کم دو (2) ہم کارقبل، ای میل ایڈر نسے edesr@cdesrsl.com یا واٹس اپ 200864-20010 پڑھیج سکتے ہیں جھھ یافتگان سے درخواست ہے کہ وہ اس مقصد کے لئے اپناپورانام، CNIC نمبراورفولیواری ڈی کا اکا ؤنٹ نمبر قرم کریں۔

(۱۱) اعتمار یا فتان کریا کمین کند زیدا بی مشری ادر ترک کنی دینگی انتخاب ASM می مدیسه کی توکن ترجید دی جائی ہے۔ (۱۱) سال جارس مام مشرکزے ادر رائے دی کا کا کی اول کبرائی جانب ہے واق جائٹ کے زیٹے اجاس شرکزے کرنے ادرائے دی کی (ع)- پروک آقرری کے آلات مدعقارنامدیاد مگرافقار فی جس کے تحت یہ متحقات میں جائزارنامد کی اوثر کی صعد قد کا پی کمفی کے شیئر رہزار مصراتی وی کی شیئر رہزار مرومزلدیششش اجلاس کے انعقاد کے وقت سے کم از کم 48 تھے تال (

بنى جعرات، 22 اكتوبر 2020 كودن 11:00 بج ) لاز مأتن موموجاني جامئيس\_ d)\_پاکسی کی تقرری کیلئے جھس داران کومزید برآل بیگورٹیز ایٹرا پیٹی کمیشن پاکستان کی طرف سے نیچے دی گئی گائیڈ لائنز کی بیردی کرنا ہوگ۔

i)۔ با دی شیئر ہولڈیگ کے حال افرادی صورت میں ، یاا کاؤنٹ ہولڈر یانب اکاؤنٹ ہولڈراور 'ایافروجنگی سیکو ٹیزگروپ اکاؤنٹ میں ہول اوران کی رجنزیش تفسیدات قوائد کے مطابق اپ او ہوں کو، پروکسی فارم ہی ڈی س قواعد کے مطالق جمع کروانا ہوگا:

ii )۔ بروکسی فارم برووافراد کی گواہی ہونی جائے جن کے نام، پتے اوری این آئی سی نمبر فارم میں ورج ہول

iii) - مالك انقاعى اور پروكسى كى ياين آنى كى يايا سپورٹ كى تقىد اين شدە كاپيان پروكسى فارم كے بيراو خسلك جونا چائيسiv )۔ کارپوریٹ ادارہ ہونے کی صورت میں، بورڈ آف ڈائز کیٹرز کی قرارداد ریاورآف اٹارٹی وستھا کائمونہ (اگر پہلے فراہم نہ کیا گیاہو کردکتی فارم کے ہمراہ کینی کویٹی کرناموگا۔

3) ـ دُيويدُ مِندُ دارنث پر CNIC/NTN نمبر (لازي)

جیما کر پہلے جی وقتا فو قامطاع کیا گیا۔SECP نے اپنے نوٹیفکٹ میردےSRO779(1)/2011 مورائد 5جولائی 2012 ہماہت کی ہے کہ ڈیویڈ پیڈوارٹس پر رجنز ڈرکن یا مجاز فر وسوائے نابالغ اور کار اپوریٹ ارکان کے CNIC

SECP کی ہدایات کی فقیل او کیٹیزا یک 2017 کی دفعہ (243(2)(a کی شراکۂ میں بھٹی کا رآمہ CNIC کی کا پی (افراد کے لئے) اور پیٹٹل کیٹس نہر (کارپوریٹ اینٹلیز کے لئے) کی عدم دشیالی ک صورت میں ڈاپویٹر پیڈر وائٹر روک لینے پرمجبور ہوگی۔

برطابق اركان جنبوں نے ابھى تك كارا مد NTNLCNIC كى كائي جن نيس كرائى ہدوبار والتاس بے كەنى لفور كينى باشيئر رجنوار ، يى ڈى ئ شيئر رجنوار مردسز لمينلوج كراكيں۔ )۔سالانہ آ ڈٹشدہ گوشواروں ای میل کے ذریعے ترمیل

SRO 787(1)/2014 تاریخ8 تتمبره 2014 کے تحت SECP نے سالا نہ مالی کوشوار سادر سالان اجابی صام کے ٹیس کی ان کمیش کے ذریعے میران کوارسال کرنے کی اجازت دبیری ہے۔ لبنداار کان سے درخواست ہے کہ آپ سے کارا آپ ای سل ایڈر اس برآپ کو مالیاتی گوشوار نے فراہم کرنے کے لئے فدکورہ بالا کمیٹی کے دجٹر ڈوفتر کو تھریری درخواست جس میں آپ کا کارآمدای میل ایڈر لیس تھر پر جوارسال کریں۔ ورت آپ ير بولت حاصل نين كرنا چا جة تو سالانه مالى كوشوار ي آپ كر جشرؤ ي پر معمول كي مل كرمطابق ارسال كرديج جاكير گ

جنوب نے پینون کی مان کا جنوب النامان اور ایسا ہے کہ مندوز ہے یہ خواج کی ساتھ بھی اسان کرنے ہیں گیا۔ وی کہ گائی آزافش 2010 کی فید 201 کے تھے کہ مناولا کے انگی کی کوئی کے انداز کا بھی کا میں کا بھی کہ کہ رہن والی سے مالی کا ہے۔ (1) مالیکم کی نوشن 2010 کی فید 201 کے تھے کہ جداؤہ 2011 سے مؤد اپنے بھی کہ انداز تھیں سے انگیکس کی کوئی کر رہن والی سے معالی ہے:

15 فِصد	ا یکٹینکس پیئر فہرست (ATL) میں درج افراد کے لئے تیکس کی کٹوتی کی شرح	1	
30 يُصد	ا یکٹونکس پیئر فہرست (ATL) میں غیر مندرج افراد کے لئے تیکس کی گوتی کی شرح	2	
صص یا فتگان جوفا کر بین بینتی بنائیں کیڈو یا بیٹر کی اوائنگل کے وقت ان کے نام FBR کی ویب سائٹ پرفراہم کردہ'' فہرست فعال ٹیکس گزاران (ATL)''میں شامل میں بصورت دیگران کے ساتھ مان فاکر سلوک ہوگا اوران			

سکاخ پایغ بندگی 15 ایندر کسینا 30 قیصدی کرش سے مها کیا بانگا۔ غیر اراز بود آف رائے بلا یک مال کا سکان اوار سیٹر زیز اراکم ویک صورت میں صفحان کی طرف سے مطاق کروہ برایک جوائٹ بولانگ کی بنیاد پراس ٹیٹر بولاراور جوائٹ بولاراور جوائٹ بولاراور جوائٹ

فاكم اورنان فاكر حيثيت برالك الك تعين كياجائ كا الرمطل خدكيا كيا توبرايك جوائث بولدرمساوي صفس كي تعداد كاما لك فرض كياجائ كا-جوا نئٹ شیئر ہولڈر ر پرپل شیئر ہولڈر حصص کا تناسب (حصص کی تعداد) حصص كا تناسب (حصص كى تعداد) نام اور CNIC نمبر نام اور CNIC نمبر فوليوا ي ۋى ي ا كاؤنٹ نمبر

بالاصطلوبة معلومات تمپنی کے شیئر رہٹرا ارکو نذکورہ بالا پید پروٹس بلذا ہے 10 دن کے اندر موسول ہوجائی جائیں، بصورت دیگر بیضور کیاجائے گا کہ پرنیل قصص یافتہ مبراورشریک حال (حالمین) مساوی تعداد پین صص کے حال ہیں۔ نے تام ممران جو صعب سے مشتر کہ طورے حال ہیں، سے انتہاں ہے کہ وو وکلیت میں موجو واعل شیئر مولار اور جو انتہا کہ اور کا تعلق میں انتہاں ہے کہ ووکلیت میں موجو واعل شیئر مولار اور جو انتہاں کہ انتہاں (-(-) باید بیاز کرس کرفرنبر 2016 میں 129) بلاستان (2018 میں 2010 میں 2010) میں (43) اکان (43) اکان (43) کان (4 (-(-) بید بیان کرن کر از 10 میں ا (47) سے تاونوں رمایت موجد سے انگری اردائش 2010 (مین کی رقبہ میں کے قدر دوولائک کئیری تجدب کا دووی کی سے نگریون میں میں اس میں میں اس میں اس میں استان میں 10 می آرِ دینس کا دفعہ 150 کے تیس سامل کرنا چاہے بین انیں اوزی طور پر کتابیں کی ہندت نے پہلے ند کورہ بالا رجنر ؤید پر کینئی کیٹس چوٹ کا کار آمد شیکنا ہے تاہم کا اور اندو کی ایسوں دیگر فیکس منافع پر الاقوا نین کے مطابق کونی

ا كيش ديديد أي أليكثرا لك ورائع سادا ليكل

انویسٹرا کاؤنٹ سروسز کوفراہم کریں۔

شيئر ، ولذرز كاتعبيلات	
	نام شَيْرَ بولڈر
	فوليونبراي ذي ايس اكاؤنث نمبر
	CNIC نبر
	شيئر ہولڈر کامو ہاکل نمبر
	CNIC ثبر شیئر بولدرکا موباک ثبر شیئرز کی تعداد
	عنوان بينك اكاؤنث
	يارون عنوان بينك اكاؤنث انزيشش بيك اكاؤنث نبر IBAN
	بيئك كانام
	دینک کا نام برای کا کام ۱۰ سا کا کو داور پید

اوم پر بانی نوٹ فریالیں کامینیزا یک 2017 کی دفعہ (3)242 کے مطابق ،اگرشیئر ہولڈرز کی طرف ہے خروری معلوبات فراہم نہیں گائٹیں آؤ بالدنائمینیاں ڈیویڈییڈ کیا دائٹی روک لینے کی حقار ہوگی۔ \_مالياتي گوشوارول كى ديبسائث پردستياني

SECP كَوْشِيْكَةَ مِنْ (SRO634(I) 2014) كي بيروي ميس كميني كي مالياتي گوشوار كيني كي ويب سائت www.matcofoods.com پر چيال كرديج گلے بيں۔

8\_پية كى تېدىلى (اگركونى مو) . شیم بولڈ درزے التماس ہے کہا ہے تبدیل شدہ ہے، (اگر ہوں) فوری طورے نہ کورہ بالا پہندیکہ بنی کے رجمز ڈوفتر میں مطلع کردیں اورا پنے پارٹیسینٹس کے ہاں زکو ہ شیٹس اپ ڈیٹ کریں۔