



SERVICE FABRICS LIMITED

SFL/PSX201002

October 06, 2020

**General Manager
Pakistan Stock Exchange Limited
Stock Exchange Building
Stock Exchange Road
Karachi 74000**

Subject: ANNUAL GENERAL MEETING: SERVICE FABRICS LIMITED

Dear Sir,

It is informed that Annual General meeting of Service Fabrics Limited will be held at 10:00 am on October 27, 2020 at the Office No 17 1st Floors, Anique Arcade, I-8 Markaz, Islamabad.

(Copy of Notice Attached)

The Share Transfer Books of the company will be closed from October 20, 2020 to October 27, 2020 (both days inclusive). Transfers received at the FD Registrar Services (Pvt) Ltd, Office No 1705, 17th Floor, Saima Trade Tower A, I.I Chundrigger Road, Karachi-74000 at the close of business on October 19, 2020 will be treated in time for the purposed of above entitlement o the transferees.

For more information, contact:

Truly,

(Irfan Noor)
Director



Notice of Annual General Meeting

Notice is hereby given that Annual General Meeting of Service Fabrics Limited will be held on October 27, 2020 at 10:00 am at Office No.17, 1st Floor, Anique Arcade, I-8 Markaz, Islamabad, to transact the following business:-

Ordinary Business:-

1. To conform the minutes of last Annual General Meeting held on October 26, 2019.
2. To receive, consider and adopt the Audited Accounts of the Company for the year ended June 30, 2020 together with the Directors and Auditor's Report thereon.
3. To appoint Auditors for the year ending on 30th June 2021 and fix their remuneration. The Board has recommended, as suggested by the Audit Committee, the appointment of M/S Horwath Hussain Chaudhury, Chartered Accountants, the retiring auditors and being eligible, have offered themselves for re-appointment.
4. To consider any other business with the permission of the Chair.

On behalf of the Board

Islamabad
October 06, 2020

(Irfan Noor)
Director

Notes:

1. CLOSURE OF SHARE TRANSFER BOOKS

The Share Transfer Books of the company will be closed from October 20, 2020 to October 27, 2020 (both days inclusive). Transfers received at the Company's Share Registrar Office i.e. FD Registrar Services (Pvt) Ltd, Office No 1705, 17th Floor, Saima Trade Tower A, I.I Chundrigar Road, Karachi-74000 at the close of business on October 19, 2020 will be treated in time for the purpose of above entitlement to the transferees.

2. PARTICIPATION IN THE ANNUAL GENERAL MEETING ELECTRONICALLY AND APPOINTING PROXIES

- (i) Due to COVID-19, company has made arrangements to ensure that all participants, including shareholders, can now participate in the AGM proceedings via video link. Those members who are willing to attend and participate in the AGM are requested to register themselves by sending an email along with the following particulars and valid copy of both sides of Computerized National Identity Card (CNIC) at serfltd@outloo.com with subject of "Registration for AGM" not less than 48 hours before the time of the meeting;

Name of Shareholder	CNIC Number	CCD Account / Folio No	Cell Number	Email Address

AGM will be held through Zoom Application – a video link facility.

- (ii) Members, who will be registered, after necessary verification as the above requirement, will be provided a password protected video link by the Company via email. The said link will remain open from 1000 am on the date of AGM till the end of the meeting. Member may send their comments and suggestions relating to the agenda items of the AGM two (2) working days before the AGM at serfltd@outlook.com Shareholders are requested to mention their full name, CNIC NO and folio / CDC account No. for this purpose.

Members are there fore, encouraged to attend the AGM through video link or by consolidating their attendance through proxies.

3. CHANGE OF ADDRESS AND OTHER (IF ANY)

Members are requested to notify their change of address, Zakat declaration (CZ-50) and tax exemption certificate (if any) immediately to Company's Share Registrar i.e. FD Registrar Services (Pvt) Ltd.

4. Payment of Cash Dividend Electronically (Mandatory)

Members are requested to provide their International Banking Account Number (IBAN) together with a copy of the Computerized National Identity Card (CNIC) to update our records. In case of non-submission, all future dividend payments may be withheld.

5. CNIC / NTN

Pursuant to the directive of the Securities Exchange Commission of Pakistan (SECP), CNIC of members are mandatorily required to be mentioned on Tax/ Zakat certificate. Members are therefore requested to submit a copy of their valid CNIC (if not already provided) to Company's Share Registrar i.e. FD Registrar Services (Pvt) Ltd.

6. UNCLAIMED DIVIDENDS AND BONUS SHARES

Shareholders, who by any reason, could not claim their dividend or bonus shares or did not collect their physical shares, are advised to contact Company's Share Registrar M/s FD Registrar Services (Pvt) Ltd to collect/ enquire about their unclaimed dividend or pending shares, if any. Please note that in compliance with Section 244 of the Companies Act, 2017, after having completed the stipulated procedure, all dividends unclaimed for a period of three (3) years from the date due and payable shall be deposited to the credit of the Federal Government and in case of shares, shall be delivered to the Securities & Exchange Commission of Pakistan.

7. E-VOTING:

Members can exercise their right to demand a poll subject to meeting requirements of Section 143 - 145 of Companies Act, 2017 and applicable clauses of Companies (Postal Ballot) Regulations 2018.

8. VIDEO CONFERENCE PURSUANT TO SECP

Circular No 10 of 2014 dated May 21, 2014, 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

9. CIRCULATION OF ANNUAL AUDITED ACCOUNTS VIA EMAIL/CD/SUB/DVD OR ANY OTHER MEDIA:

SECP through its SRO 470(1)2016, dated May 31, 2016, has allowed companies to circulate the Annual Reports to its member through CD/DVD/USB at their registered addresses. Any member requiring printed copy of Annual Report 2020 may send a request

Pursuant to SECP SRO 787(I)/2014 dated September 08, 2014 and under section 223(6) of the Companies Act 2017, circulation of Annual Report and Notice of AGM has been allowed in electronic format through email.

In compliance with the above shareholders are requested to give their consent to our Shares Registrar, FD Registrar Services (Pvt) Ltd, Office No 1705, 17th Floor, Saima Trade Tower A, I.I Chundrigar Road, Karachi-74000 to update our record

10. PLACEMENT OF FINANCIAL ACCOUNTS ON WEBSITE

Pursuant to the notification of the SECP S.R.O. 1196(I)/2019 dated October 03, 2019; the financial statements of the Company have been placed on the Company's website at www.servicefabrics.com