

SHADMAN COTTON MILLS LIMITED

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Forty Second Annual General Meeting of the Shareholders of **SHADMAN COTTON MILLS LIMITED** will be held at Company's Registered Office, 2-E, Block-G, Mushtaq Ahmed Gurmani Road, Gulberg-II, Lahore on Saturday, **November 27, 2020** at **10.30 a.m.** to transact the following business:

ORDINARY BUSINESS:

1. To confirm the minutes of Forty First Annual General Meeting of the members of the Company held on Wednesday, October 28, 2020.
2. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended June 30, 2021 together with the Directors' and Auditors' Reports thereon.
3. To appoint Auditors for the year ending June 30, 2022 and fix their remuneration. The present auditors M/s Mushtaq & Company, Chartered Accountants, retire and being eligible offered themselves for re-appointment.

ANY OTHER BUSINESS:

4. To transact any other business with the permission of the Chair.

By order of the Board

Place: Lahore
Dated: November 05, 2021

(MUHAMMAD AKHTAR)
Company Secretary

NOTES:

1. **Closure of Share Transfer Books:** The Share Transfer Books of the Company will remain closed from November 20, 2021 to November 27, 2021 both days inclusive. Transfers received at Hameed Majeed Associates (Pvt) Ltd H.M House, 7 Bank Square Lahore by the close of business on November 19, 2021 will be treated in time for the purpose of above entitlement to the transferees.
2. **Participation in General Meeting:** An individual beneficial owner of share must bring his/her original CNIC or Passport, Account and Participant's I.D numbers to prove his/her identity. A representative of corporate members, must bring the Board of Directors' Resolution and/ or Power of Attorney and specimen signature of the nominee. CDC account holders will further have to follow the guidelines as laid down in Circular No.1 dated January 26, 2000 issued by the Securities and Exchange Commission of Pakistan.

A member eligible to attend and vote at this meeting may appoint another member as his/her proxy to attend and vote instead of him/her. Proxies in order to be effective must be received by the company at the Registered Office not less than 48 hours before the time of holding the meeting. A proxy must be a member.

3. Considering the SECP's Circular No. 4 dated February 15, 2021, the company intends to convene the AGM with minimal physical interaction of shareholders while insuring compliance with the quorum requirement. Members interested in attending the AGM through Zoom are requested to get themselves registered by sending an email at least 48 hours prior to the date of meeting at finance@shadman.com.pk by providing the following details:

Name	CNIC No.	Folio/CDC A/C No.	Cell No.	Email Address

The shareholders who are registered after necessary verification shall be provided a video link by the Company on the said email address. The login facility will remain open from start of the meeting till its proceedings are concluded. Members will be able to login and participate in the AGM proceedings through their devices.

4. **Deposit of Physical Shares into CDC Account:** As per Section 72 of the Companies Act, 2017, every existing listed company will be required to replace its physical shares with book entry form in a manner as may be specified and from the date notified by the Commission, within a period not exceeding four years from the commencement of the Act i.e., May 30, 2017.
5. **Dividend Mandate (Mandatory):** In accordance with the provisions of section 242 of the Companies Act and Companies (Distribution of Dividends), Regulations 2017, a listed company is required to pay dividend to the shareholders only through electronic mode directly into the bank account designated by the entitled shareholders.
6. All shareholders who have still not provided their IBAN are once again requested to provide the details of their bank mandate specifying (a) Title of Account (b) Account Number (c) IBAN Number (d) Name of Bank (e) Branch Name, code and address to the Company's Share Registrar. Those shareholders who hold shares with Participants/ Central Depository Company of Pakistan (CDC) are advised to provide bank mandate detail as mentioned above, to the concerned Participants/CDC. The dividend Mandate Form is placed on Company's website www.shadman.com.pk.
7. **Deduction of Income Tax under section 150 of the Income Tax Ordinance, 2001:** Pursuant to the Finance Act, 2021 effective July 01, 2021 the rates of deduction of Income Tax from dividend payments under section 150 of the Income Tax Ordinance, 2001 are prescribed as under:

. Persons appearing in Active Tax Payers List, (ATL)	15%
. Persons not appearing in Active Tax Payers List (ATL)	30%

To enable the Company to make tax deduction on the amount of cash dividend @ 15% instead of 30%, shareholders whose names are not entered into the Active Taxpayers List(ATL) provided on the website of FBR, despite the factor that they are filers, or advised to make sure that their names are entered in ATL before the first day of book closure, otherwise tax on their cash dividend will be deducted @ 30% instead of 15%.

8. The FBR has clarified that withholding tax will be determined separately on 'Filer/ Non Filer' status of Principal shareholder as well as joint holder(s) based on their shareholding

proportion, in case of joint accounts. In this regard all shareholders, who hold shares jointly are requested to provide shareholding proportion of principal shareholder and joint holder(s) in respect of shares held by them to our share Registrar in the following format:

Folio No./CDS Account No.	Name of Principal Shareholder/ Joint Holders	Share holding Proportion	CNIC/ Passport No. (copy attached)	Signature

The required information must reach our Share Registrar by the close of business on November 19, 2021 otherwise it will be assumed that shares are equally held by principal shareholder and joint holders.

Withholding tax exemption from dividend income, shall only be allowed if copy of valid tax exemption certificate is made available to our Share Registrar Office, M/S Hameed Majeed Associates H.M. House, 7 Bank Square Lahore, up to November 19, 2021.

9. **Unclaimed Dividend/Shares:** Shareholders, who by any reason could not claim their dividend/shares, if any, are advised to contact our Share Registrar M/S Hameed Majeed Associates H.M. House, 7 Bank Square Lahore, to inquire about their unclaimed dividend/shares.
10. **Transmission of annual financial statements through email:** SECP vide SRO No. 787(1)/2014 dated September 8, 2014 has provided an option to receive audited financial statements electronically through email, those shareholders who are interested in receiving the annual reports electronically in future are required to submit their email address at Registered Office of the Company on a standard request form which is available on Company's website: www.shadman.com.pk.

Pursuant to section 223 of the Companies Act, 2017, the audited financial statements of the company for the year ended June 30, 2021 together with Chairman's Review Report, Director and Auditors Report thereon will be made available on the Company's website www.shadman.com.pk.

11. **Submission of copies of valid CNICs:** Shareholders are requested to submit copy of their valid CNIC mentioning company name and Folio No. at our Share Registrar's address for compliance of SECP SRO No. 831(1)/2012. In case of non-receipt of copy of valid CNIC, the Company may be constrained to withhold dispatch of dividend warrants.
12. **Request of Video Conference Facility:** Members can also avail Video Conference facility in (name of cities where facility can be provided keeping in view geographical dispersal of members). In this regard please fill the following and submit to the registered address of the company within ten (10) days before holding of general meeting.

I/We _____ of _____ being a member of SHADMAN COTTON MILLS LIMITED, holder of _____ Ordinary Shares as per Registered Folio No. /CDC No. _____ hereby opt for Video Conference Facility at _____.

Signature of Members

13. **Change of Address:** Shareholders are requested to immediately notify the change of address, if any to Share Registrar of the Company.