

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 60th Annual General Meeting of Johnson & Phillips (Pakistan) Limited will be held on 13th December, 2021 at the Registered Office of the Company at C-10, South Avenue SITE Karachi at 11:30 am to transact the following business:

ORDINARY BUSINESS:

1. To confirm the Minutes of the Extra Ordinary General Meeting held on July 05, 2021.
2. To receive, consider and adopt Annual Audited Financial Statements of the Company together with the Directors' and Auditors' Reports thereon for the year ended June 30, 2021
3. To appoint Auditors of the Company for the financial year ending June 30, 2022 and to fix their remuneration. The Board of Directors on the recommendation of the Audit Committee has proposed the name of retiring Auditors M/s. Reanda Haroon Zakaria Associates, Chartered Accountants for their appointment as external auditors for the year ending June 30, 2022.

ANY OTHER BUSINESS:

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

Date: November 04, 2021
Place: Karachi

By Order of the Board

Company Secretary

Note:

1. The Share Transfer Book of the Company will remain closed from 6th December, 2021 to 13th December, 2021 (both days inclusive). Transfer received at the Registered Office of the Company by our Shares Registrar, C & K Management (Pvt) Limited, 404, Trade Tower, Abdullah Haroon Road, Near Metropole Hotel, Karachi-75530 by the close of business on 3rd December, 2021 will be treated in time for this purpose.

2. Appointment of Proxies and Attending AGM:

- i) A member eligible to attend and vote at the Meeting may appoint another member as his/her proxy to attend, and vote instead of him/her.
 - ii) A blank instrument of proxy applicable for the meeting is being provided with the notice sent to members. Further, copies of the instrument of proxy may be obtained from the Registered Office of the Company during normal office hours.
 - iii) A duly completed instrument of proxy and the power of attorney or other authority (if any), under which it is signed or a notarized certified copy of such power of authority must be valid, be deposited at the Registered Office, not less than 48 hours before the time of the meeting. Attested copies of valid CNIC or the passport of the member and the Proxy shall be furnished with the Proxy Form.
 - iv) In case of corporate entity, the Board of Directors' Resolution / Power of Attorney with specimen signature shall be submitted with proxy form.
 - v) The owners of the physical shares and the shares registered in the name of Depository Company of Pakistan Ltd. (CDC) and / or their proxies are required to produce their original National Identity Card (CNIC) or Passport (in case of foreign nationals for identification purposes at the time of attending the meeting).
3. Members are requested to notify any changes in their address immediately to the Shares Registrar M/s. C & K Management (Pvt) Limited.
 4. Submission of copies of CNIC

Individual Shareholders are once again reminded to submit a copy of their valid CNIC, if not provided earlier to the Company's Share Registrar. In case of non-availability of a valid copy of the Shareholders' CNIC in the records of the Company, the company shall be constrained to withhold the Dividend, under the provision of Section 243 of the Company Act 2017.

5. Payment of Cash Dividend Electronically

As per provision of Section 242 of Company Act, 2017 any dividend payable in cash shall only be paid through electronic mode directly in to the bank account designated by the entitled shareholders. A notice of the foregoing seeking information from shareholders for payment of dividend through electronic mode was sent earlier. The shareholders are now once again requested to provide their folio number, name and details of bank account including bank name, branch name, branch code and address, Account number, Title of Account and IBAN/swift code in which they desire their dividend to be credited, failing which the Company will be unable to pay the dividend through any other mode. Standard request form has also been placed on website of the Company. The members are requested to send the information on the same at the earliest possible.

In case shares are held in CDC then the form must be submitted directly to shareholder's broker/participant CDC investor account services.

6. Deposit of Physical Shares into CDC Accounts.

As per Section 72 of the Company Act, 2017 every existing company shall be requested 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 commencement of the Companies Act.

7. Unclaimed Dividend / Shares:

Shareholders who could not collect their dividend/physical shares are advised to contact our Share Registrar to collect/enquire about their unclaimed dividend or shares, if any. In compliance with Section 244 of the Companies Act, 2017, after having completed the stipulated procedure, all such dividend and shares outstanding for a

8. The Annual Report of the Company for the year ended June 30, 2021 has been placed on the Company's website at the link: http://www.johnsonphillips.pk/Annual_Financial_Reports.html.
9. The Annual Report of the Company for the year ended June 30, 2021 is being dispatched to the shareholders through CD. However, if any shareholder, in addition, desires to get the hard copy of Annual Audited Financial Statements, the same shall be provided free of cost within seven working days of receipt of such request. Standard Request Form is available for the purpose on Company's website.
10. Video Conference Facility will be provided to members who hold at least 10% or more shareholding enabling them to participate in the AGM. They will be entertained subject to availability of such facility in that city and receipt of the Consent Form seven days before holding of General Meeting Consent Form is available for the purpose on Company's website.