

08 April 2022

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The General Manager
Pakistan Stock Exchange Limited
Stock Exchange Building
Stock Exchange Road
Karachi.

Subject: **Notice of Annual General Meeting**

Dear Sir,

Enclosed please find a copy of the Notice of the Annual General Meeting to be held on 29 April 2022 for circulation amongst the TRE Certificate Holders of the Exchange.

Yours Sincerely,



Ahsan Khalil | Company Secretary

AVANCEON LIMITED

NOTICE OF 19th ANNUAL GENERAL MEETING

Notice is hereby given that the 19th Annual General Meeting of Avanceon Limited “Company” will be held on Friday, 29 April 2022 at 03:30 P.M. via Zoom video link from Avanceon Limited, Regional Operations Center, The Avanceon Building, 19-Kms, Main Multan Road, Lahore, to transact the following business:

We hereby inform to our members that due to COVID-19, the Company internal SOPs of HSE department has imposed restrictions on indoor and outdoor gatherings and other recreational activities, and due to ongoing Holy Month of Ramzan prayer time constraints therefore the Annual General Meeting of Avanceon Limited shall be conducted via Zoom video link only.

A.ORDINARY BUSINESS

- 1.To confirm the minutes of the Extraordinary General Meeting held on 05 January 2022.
- 2.To receive, consider and adopt the Standalone and Consolidated Audited Financial Statements of the Company for the year ended 31 December 2021 together with the Directors' and Auditors' Reports thereon and Chairman's Review Report.
- 3.To appoint Auditors of the Company and fix their remuneration. The Members are hereby notified that the Board Audit Committee and the Board of Directors have recommended the name of M/s EY Ford Rhodes, Chartered Accountants for re-appointment as auditors of the Company for the year ending 31 December 2022.
- 4.To consider and approve, as recommended by the Board of Directors, the payment of a final cash dividend at the rate of Rs. 1/- (10%) for the year ended 31 December 2021.
- 5.To consider and approve, as recommended by the Board of Directors, the issue of bonus shares @ 25% and pass the following resolution;

“RESOLVED that Ordinary Shares of Rs. 10/- each be issued as Bonus Shares and that the said shares be allotted as fully paid Ordinary Shares to the Members of the Company whose names appear on the Register of Members as at the close of the business on Thursday, 21 April 2022 in the proportion of 25 Bonus Share for every 100 Shares held, that is at the rate of 25%.

These Bonus Shares shall rank pari passu as regards dividend and in all other respects with the existing Ordinary Shares of the Company.

FURTHER RESOLVED that fractional entitlements of the members shall be consolidated into whole shares and sold in the stock market and the sale proceeds shall be donated to a charitable institution.

B.ANY OTHER BUSINESS:

- 6.To transact any other business with the permission of the Chair.
- By Order of the Board

Ahsan Khalil | Company Secretary

Lahore | Dated: 08 April 2022

WEBLINK FOR ONLINE MEETING VIA ZOOM:

In pursuance of SECP Circular No. 4 dated 15 February 2021 the Securities and Exchange Commission of Pakistan facilitate for attending general meetings virtually through video-link, webinar, or other electronically, so the proceedings of the Meeting shall be held online only through/via “ZOOM”.

For attending live proceedings of the AGM of the shareholders are requested to follow the below link:

https://us02web.zoom.us/join/wn_g2CB03p4TFu3immb_1kl8Q

Please follow the below link for complete guidance as how to login on Zoom to attend the AGM:

<http://www.avanceon.ae/investor-relations/> (scroll to the bottom of the page for guideline doc)

The shareholders attending AGM through Zoom, are given the option to send in advance their respective questions/comments along with their Name & Folio Number on the below mentioned email address or postal address.

Email: investors@avanceon.ae Address: Corporate Officer, The Avanceon Building, 19-Kms, Main Multan Road, Lahore.

Securities and Exchange Commission of Pakistan through its notification 787(1)/2014 dated 08 September 2014, Audited Financial Statements and the Notice of Annual General Meeting has been allowed to be circulated in electronic format through email. The Annual Report of the Company shall be circulated via email to those shareholders whose email addresses are present in the records/database of the CDC and Share Registrar. The shareholders are encouraged to send/update their email addresses on the above mentioned link or email or postal address. The Annual Report has also been uploaded at the Company's website www.avanceon.ae and is readily accessible to the shareholders.

NOTES:

- 1.The share transfer books of the Company will be closed and no transfer of shares will be accepted for registration from Friday, 22 April 2022 to Friday, 29 April 2022 (both days inclusive). Transfer received in order at our Registrar, M/S FAMCO Associates (Private) Limited, 8-F, Near Hotel Faran, Nursery, Block-6, P.E.C.H.S., Shahra-e-Faisal, Karachi by the close of business hours on Thursday, 21 April 2022 will be treated to have been in time for the purposes of entitlement of dividend and bonus shares to the transferees and to attend & vote at the meeting.
- 2.A member entitled to attend and vote at this Meeting shall be entitled to appoint another person, as his/her proxy to attend, speak and vote instead of him/her, and a proxy so appointed shall have such rights, as respects attending, speaking, and voting at the Meeting as are available to a member. Proxies in order to be effective, must be received by the Company not less than 48 hours before the meeting. A proxy need not be a member of the company.
- 3.Members are required to timely notify any change in their address to Company's Shares Registrar, M/S FAMCO Associates (Private) Limited, 8-F, Near Hotel Faran, Nursery, Block-6, P.E.C.H.S., Shahra-e-Faisal, Karachi.

FOR ATTENDING THE SHAREHOLDERS' MEETING

- 1.In case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account and their registration details are up-loaded as per the Regulations, shall authenticate his/her identity by his/her Computerized National Identity Card (CNIC) or passport at the time of online registration/attending the meeting.
- 2.The shareholders registered on CDC are also requested to provide their particulars ID numbers and account numbers in CDS at the time of online registration/attending the meeting.
- 3.In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be provided at the time of online registration/attending the meeting.

FOR APPOINTING PROXIES:

- 1.In case of individual, 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 Regulations, shall submit the duly completed and stamped proxy form accordingly.
- 2.The proxy form shall be witnessed by the two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- 3.Attested copies of valid CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- 4.The proxy shall provide his/ her CNIC or passport at the time of online registration/attending the meeting.
- 5.In case of corporate entity, the Board of Directors resolution/power of attorney with specimen signature shall be submitted along with proxy form to the company.

Submission of CNIC/NTN Copy - Electronic Dividend (MANDATORY):

- 1.In accordance with the directives of the SECP, the dividends of shareholders whose CNIC copies have not been received by the Company shall not be electronically credited until receipt thereof.
- 2.Accordingly, those shareholders who have not yet submitted a copy of their valid CNIC or NTN certificate, are once again requested to immediately submit the same to the Company's Share Registrar at CDC Share Registrar M/S FAMCO Associates (Private) Limited, 8-F, Near Hotel Faran, Nursery, Block-6, P.E.C.H.S., Shahra-e-Faisal, Karachi. Corporate entities are requested to provide their National Tax Number (NTN) and Folio Number along with the authorized representative's CNIC copy.

Payment of Cash Dividend Through Electronic Mode (Mandatory):

- 1.In accordance with the provisions of section 242 of the Companies Act 2017, a listed Company is required to pay cash dividend only through electronic mode directly in to the bank account designated by the entitled shareholders. For the convenience of shareholders, the Company's e-Dividend Mandate Form is available on the Company's website i.e. www.avanceon.ae. The CDC account holders must submit their information directly to their broker (participant)/Central Depository Company of Pakistan Limited.
- 2.Please note that as per Section 243(3) of the Companies Act, 2017, the Company is entitled to withhold payment of dividend if the requisite information is not provided by the Shareholders.

In compliance with Section 150 read with Division I of Part III of the First Schedule of the Income Tax Ordinance, 2001 withholding tax on dividend income will be deducted for 'filer' and 'non-filer' shareholders at 15% and 30% respectively. A 'filer' is a taxpayer whose name appears in the Active Taxpayers List (ATL) issued by the FBR from time to time and a 'non-filer' is a person other than a filer. To enable the Company to withhold tax at 15% for filers, all shareholders are advised to ensure that their names appear in the latest available ATL on FBR website, otherwise tax on their cash dividend will be deducted at 30% for non-filers. Withholding tax exemption from the dividend income shall only be allowed if a copy of valid tax exemption certificate is made available to the share registrar of the Company by the first day of book closure.

The FBR has clarified that in case of joint account, each holder is to be treated individually as either a filer or non-filer and tax will be deducted on the basis of shareholding of each joint holder as may be notified by the shareholder, in writing as follows, to the Company's share registrar, otherwise it will be assumed that the shares are equally held by the joint shareholders:

Company Name	Folio/CDS Account No.	Total Shares	Principal Shareholder	Joint Shareholder (s)
			Name & CNIC No. Shareholding proportion (No. of Shares)	Name & CNIC No. Shareholding proportion (No. of Shares)

Ahsan Khalil | Company Secretary

