SURAJ COTTON MILLS LIMITED

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 39th Annual General Meeting of the shareholders of **Suraj Cotton Mills Limited** will be held on **Friday, October 27, 2023 at 9:30 A.M.** at Registered Office of the Company i.e. 7-B-III, Aziz Avenue, Gulberg-V, Lahore to transact the following business:

ORDINARY BUSINESS

- 1. To receive, consider and adopt the Annual Audited Accounts together with the Directors' and Auditor's reports thereon for the year ended June 30, 2023.
- 2. To approve as recommended by Directors, the payment of Final Cash Dividend @ 10 % i.e.
 - Rs. 1/- per share for the year ended June 30, 2023.
- 3. To appoint auditors to hold office till the conclusion of the next Annual General Meeting and to fix their remuneration.

SPECIAL BUSINESS:

4. To consider and, if thought fit, pass, with or without modification, the following special resolution in terms of Section 199 of the Companies Act, 2017 for loan to Shams Textile Mill Limited an associated company of the Company of Rs. 250,000,000 (Two Fifty Million) for working capital.

Resolved that Suraj Cotton Mills Limited (the "Company") shall sanction the loan extended to its associated company Shams Textile Mills limited of Rs. 250,000,000 (Two Fifty Million) on terms and conditions to be contained in the agreement to be executed between the Company and Associated Company in terms of Section 199 of Companies Act, 2017,

Further Resolved That the Chief Executive and Company Secretary be and are hereby singly authorized to do all acts, deeds and things and take all steps and necessary actions ancillary and incidental including filing of requisite documents and returns as may be required with the Registrar of Companies, Securities and Exchange Commission of Pakistan and complying with all other regulatory requirements to effectuate and implement this resolution.

5. To consider and, if thought fit, to pass with or without modification(s), the resolutions appearing below as ordinary resolutions for the capitalization of free reserves to issue bonus shares as recommended by the Directors.

"Resolved That a sum of Rs. 44,372,287/- be capitalized out of the free reserves of the Company and applied towards issue of 4,437,228 ordinary shares of Rs. 10 each, as 10 % fully paid bonus shares i.e. in the proportion of one (01) ordinary share for every ten (10) ordinary shares held by the members of the Company whose names appear in the Members' Register as at the close of the business on October 20, 2023".

"Further Resolved That the bonus shares shall rank pari passu in all respects with the existing shares of the Company as regards the future entitlements, however, these shares shall not be eligible for final dividend declared by the Company for the year ended June 30, 2023".

"Further Resolved That member's fractional entitlement, as a result of their entitlement to a fraction of a bonus share due to their respective shareholdings shall be deposited into a charity account to be proposed and approved by the Shareholders in the Annual General Meeting on October 27, 2023".

6. To consider and, if though fit, to pass the following resolution as a special resolution, with or without modifications

Resolved That the approval of the members of Suraj Cotton Mills Limited ("the Company") be and

is hereby accorded to increase authorized share capital of the Company from Rs. 500,000,000 (Rupees Five Hundred Million Only) divided into 50,000,000 ordinary shares of Rs. 10/- each to Rs. 1,000,000,000 (Rupees One Billion Only) divided into 100,000,000 ordinary shares of Rs. 10/- each.

Further Resolved That, in consequence of the said increase in the authorized share capital of the Company, the existing Clause V of the Memorandum of Association and clause 5 of the Articles of Association of the Company be and is hereby amended accordingly, to read as follows:

Clause V of Memorandum of Association:

The Capital of the Company is Rs. 1,000,000,000 (Rupees One Billion Only) divided into 100,000,000 (One Hundred Million) ordinary shares of Rs. 10/- (Rupees Ten only) each with powers to the Company from time to time increase and reduce its capital and to divide the shares in the capital for the time being into several classes and to attach thereto respectively such special rights, privileges or conditions as ay be determined by or in accordance with the regulations of the Company and to vary modify or abrogate any such right privileges or conditions in such manner as may for the time being be provided by the regulations of the Company in accordance with law provided however, that rights as between various classes or ordinary shares, if any, as to profits, votes and other benefits shall be strictly proportionate to the paid up value of the shares.

Clause 5 of Articles of Association:

The Capital of the Company is Rs. 1,000,000,000 (Rupees One Billion Only) divided into 100,000,000 (One Hundred Million) ordinary shares of Rs. 10/- (Rupees Ten only) each with power to increase, decrease, consolidate any otherwise re-organise the share capital of the Company in accordance with the provision of the Ordinance. The minimum subscription shall be Rs. 1,000,000 (Rupees One Million)

Further Resolved That, the ordinary shares when issued shall carry equal voting rights and rank pari passu with the existing ordinary shares of the company in all respects/matters in conformity with the provisions of the Companies Act, 2017.

Further Resolved That the Chief Executive and Company Secretary be and are hereby singly authorized to do all acts, deeds and things and take all steps and necessary actions ancillary and incidental including filing of requisite documents and returns as may be required with the Registrar of Companies, Securities and Exchange Commission of Pakistan and complying with all other regulatory requirements to effectuate and implement this resolution.

- 7. To consider and, if thought fit, to pass with or without modification(s), the resolutions appearing below as ordinary resolutions for the circulation of Annual Audited Financial Statements to their members through QR enabled code and weblink as recommended by the Directors.
 - "Resolved That the dissemination of information regarding annual audited financial statements to the shareholders through QR enabled code and weblink as notified by the Securities and Exchange Commission of Pakistan vide its SRO 389 (I)/2023 dated 21 March, 2023, be and is hereby approved while considering technological advancements and old technology becoming obsolete, the circulation of annual financial statements through CD/DVD/USB be discontinued."
- 8. To transact any other business with the permission of the Chair.

By Order of the Board

Lahore: October 05, 2023 Company Secretary

BOOK CLOSURE:

The Members' Register will remain closed from October 21, 2023 to October 27, 2023 (both days inclusive)

NOTES:

- 1. Transfers received in order at the company's Share Registrar Office, M/s Corptec Associates Private Limited, 503-E, Johar Town, Lahore by the close of business hours on or before **October 20, 2023** will be considered in time.
- 2. Shareholders interested to participate in the meeting through video link are requested to email their Name, Folio Number, Cell Number and Number of Shares held in their name along with valid copy of both sides of Computerized National Identify Card (CNIC) at naeem.sheikh@suraj.com by 25 October 2023. The video link and login credentials will be shared with only those members/designated proxies whose emails, containing all the required particulars.
- 3. 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 later than 48 hours before the time of holding the meeting. The proxy form shall be witnessed by two persons, whose names, addresses and CNIC numbers shall be mentioned on the form. A proxy must be a member of the Company. The proxy form is annexed to the notice sent to the members. In case of corporate entity, the Board of Director's resolution/power of attorney with specimen signature of the nominee shall be submitted along with copy of CNIC of the representative.

Replacement of Physical Shares with Book-entry Form

As per Section 72 of The Companies Act, 2017 every existing company shall replace its physical shares with book-entry form in a manner as may be specified and from the date notified by The SECP, within a period not exceeding four years from the commencement of the Companies Act, 2017 i.e. May 31, 2017. The shareholders holding shares in physical form are requested to please convert their shares in the book entry form. For this purpose, the shareholders may open CDC Sub-account with any of the brokers or investor account directly with the CDC to place their physical shares into scrip-less form. This will facilitate them in many ways including safe custody and sale of shares at any time they want as the trading of physical shares is not permitted as per existing Regulations of the Pakistan Stock Exchange Limited.

CNIC/IBAN for E-Dividend Payment

The provisions of Section 242 of the Companies Act, 2017 require the listed companies that any dividend payable in cash shall only be paid through electronic mode directly into the bank account of designated by the entitled shareholders. Accordingly, the shareholders holding physical shares are requested to provide the Company's Share Registrar at the address given herein above, electronic dividend mandate on E-Dividend Form provided in the annual report and also available on website of the Company. In the case of shares held in CDC, the same information should be provided to the CDS participants for updating and forwarding to the Company. In case of non-submission, all future dividend payments may be withheld.

Zakat Declarations:

The members of the Company are required to submit Declaration for Zakat exemption in terms of Zakat and Ushr Ordinance, 1980

Deduction of Tax on Dividend Income - Finance Act, 2021

It is hereby informed that pursuant to the Finance Act, 2021, the rate of withholding tax under Section 150 of the Income Tax Ordinance, 2001 on dividend income has been segregated as follows:

Rate of tax deduction on dividend income for filer of income tax return 15% Rate of tax deduction of dividend income for non-filer of income tax return 30% Further you are therefore requested to please provide us the following details:

Name	Folio No. / CDC Account No.	National Tax No.	CNIC No. (for individual only) enclose a copy of valid CNIC, if not already provided

Deduction of Tax on Bonus Shares

Bonus shares issued by companies. -(1) Notwithstanding anything contained in any law for the time being in force, every company, issuing bonus shares to the shareholders of the company, shall withhold ten percent of the bonus shares to be issued.

(2) Bonus shares withheld under sub-section (1) shall only be issued to a shareholder, if the company collects from the shareholder, tax equal to ten percent of the value of the bonus shares issued to the shareholder including bonus share withheld, determined on the basis of day-end price on the first day of closure of books in the case of listed company and the value as prescribed in case of other companies.

Video Conference Facility

Pursuant to the provisions of the Companies Act, 2017, the shareholders residing in a city and holding at least 10% of the total paid up share capital may demand the Company to provide the facility of video-link for participating in the AGM. The demand for video-link facility shall be received by the Share Registrar at the address given hereinabove at least seven (7) days prior to the date of the meeting on the Standard Form provided in the annual report and also available on the company's website.

Procedure for E-Voting:

- I. Details of the e-voting facility will be shared through an e-mail with those members of the Company who have their valid CNIC numbers, cell numbers, and e-mail addresses available in the register of members of the Company by the close of business on October 20, 2023.
- II. The web address, login details, and password, will be communicated to members via email. The security codes will be communicated to members through email from the web portal of Share Registrar (being the e-voting service provider).
- Ill. Identity of the Members intending to cast vote through e-voting shall be authenticated through electronic signature or authentication for login.
- IV. E-Voting lines will start from October 24, 2023, 09:00 a .m. and shall close on October 26, 2023 at 5:00p.m. Members can cast their votes any time during this period. Once the vote on a resolution is cast by a Member, he I she shall not be allowed to change it subsequently.

Procedure for Voting Through Postal Ballot:

The members shall ensure that duly filled and signed ballot paper, along with copy of Computerized National Identity Card (CNIC), should reach the Chairman of the meeting through post on the Company's registered address 7-B-3, Marina Homes, Aziz Avenue, Gulberg-V, Lahore, Pakistan or email at chairman@suraj.com one day before the Annual General Meeting on October 27, 2023 up to 5 p.m. The signature on the ballot paper shall match the signature on CNIC.

This postal Poll paper is also available for download from the website of the Company at www.Suraj.com or use the same as attached to this Notice and published in newspapers.

Please note that in case of any dispute in voting including the casting of more than one vote, the Chairman shall be the deciding authority.

Scrutinizer

Riaz Ahmad and Company, Chartered Accountants

E-voting Service Provider:

M/s. CorpTec Associates (Pvt.) Limited

Placement of Financial Statements on Company's Website

The Company has placed a copy of the Notice of AGM, Annual Financial Statements for the year ended 30 June 2023 along with Auditors and Directors Reports thereon and Chairman's Review on the website of the Company: www.suraj.com

Shareholders are also requested to notify immediately any change in their E-mail address to the Share Registrar of the Company, M/s. Corptec Associates (Private) Limited, 503-E, Johar Town, Lahore. Ph. 042-35170335-37

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

This statement sets out all the material facts concerning Special Business under Agenda Item No.4 & 5 be transacted at the 39th Annual General Meeting.

AGENDA ITEM NO.4

Nature of information required to be disclosed pursuant to The Companies (Investment in Associated Companies or Undertaking) regulations, 2017, for investment in associated Company Shams Textile Mills Limited.

(A) Regarding associated company or associated undertaking:-

(A) Regarding associated company of associated un	dertaking.
(i) name of associated company or associated undertaking;	Shams Textile Mills Limited
(ii) basis of relationship;	Common Directorship
(iii) earnings per share for the last three years;	2021 – Rs. 41.84
	2022- Rs. 25.48
	2023- Rs. (17.74)
(iv) break-up value per share, based on latest	Rs. 109.22
audited financial statements;	
(v) financial position, including main items of	Non Current Assets: Rs. 772.514 M
statement of financial position and profit and loss	Current Assets : Rs. 1,685.571 M
account on the basis of its latest financial	Non Current Liabilities: NIL
statements; and	Current Liabilities : Rs. 1,514.384 M
	Total Equity : Rs. 943.701 M
	Sales: Rs. 3,309.014 M
	Gross Loss: Rs. (54.609 M)
	Finance Cost: Rs. 10.658 M
	Loss from Operations: Rs. (97.058 M)
	Loss after Tax : (153.290 M)
(vi) in case of investment in relation to a project	Shams Textile is already in Operation
of associated company or associated undertaking	
that has not commenced operations, following	
further information, namely,	

- (I) description of the project and its history since conceptualization;	N/A
(II) starting date and expected date of completion	N/A
of work;	IV/A
(III) time by which such project shall become	N/A
commercially operational;	10/11
(IV) expected time by which the project shall	N/A
start paying return on investment; and	10/11
(V) funds invested or to be invested by the	N/A
promoters, sponsors, associated company or	10/11
associated undertaking distinguishing between	
cash and noncash amounts;	
(B) General disclosures:-	
(i) maximum amount of investment to be made;	Rs. 250 Million
(ii) purpose, benefits likely to accrue to the	Investing company will get return of 1 MK
investing company and its members from such	+2.00% at this investment
investing company and its memoers from such investment and period of investment;	2.00% at this investment
(iii) sources of funds to be utilized for investment	Company will invest these funds through its
and where the investment is intended to be made	internal Cash flows/ Liquidity
using borrowed funds,	militari Cabir IIO (15) Diquidity
- (I) justification for investment through	N/A
borrowings;	1071
(II) detail of collateral, guarantees provided and	N/A
assets pledged for obtaining such funds; and	1071
(III) cost benefit analysis;	N/A
(iv) salient features of the agreement(s), if any,	N/A
with associated company or associated	
undertaking with regards to the proposed	
investment;	
(v) direct or indirect interest of directors,	N/A
sponsors, majority shareholders and their	
relatives, if any, in the associated company or	
associated undertaking or the transaction under	
consideration;	
(vi) in case any investment in associated company	N/A
or associated undertaking has already been made,	
the performance review of such investment	
including complete information/justification for	
any impairment or write offs; and	
(vii) any other important details necessary for the	N/A
members to understand the transaction;	
(b) In case of equity investment, following	N/A.
disclosures in addition to those provided under	
clause (a) of sub-regulation (1) of regulation 3	
shall be made,	
(i) maximum price at which securities will be	N/A.
acquired;	
(ii) in case the purchase price is higher than	N/A.
market value in case of listed securities and fair	
value in case of unlisted securities, justification	
thereof;	
(iii) maximum number of securities to be	N/A.
acquired;	

(iv) number of securities and percentage thereof held before and after the proposed investment;	N/A.
(v) current and preceding twelve weeks' weighted	N/A.
average market price where investment is	
proposed to be made in listed securities; and	
(vi) fair value determined in terms of sub-	N/A.
regulation (1) of regulation 5 for investments in	IVA.
unlisted securities;	
(c) In case of investments in the form of loans,	
advances and guarantees, following disclosures	
in addition to those provided under clause (a)	
of sub-regulation (1) of regulation 3 shall be	
made,	27/
(i) category-wise amount of investment;	N/A
- (ii) average borrowing cost of the investing	N/A
company, the Karachi Inter Bank Offered Rate	
(KIBOR) for the relevant period, rate of return for	
Shariah compliant products and Page 4 of 7 rate	
of return for unfunded facilities, as the case may	
be, for the relevant period;	
(iii) rate of interest, mark up, profit, fees or	N/A
commission etc. to be charged by investing	
company;	
(iv) particulars of collateral or security to be	N/A
obtained in relation to the proposed investment;	
(v) if the investment carries conversion feature i.e.	N/A
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	N/A
of loans or advances to be given to the associated	1WA
company or associated undertaking.	

AGENDA ITEM NO.5

ISSUE OF BONUS SHARES BY CAPITALIZATION OF FREE RESERVES

The Board of Directors in their meeting held on September 26, 2023, have recommended capitalization of a sum of Rs. 44,372,287/- out of free reserves of the Company for issue of 4,437,228 ordinary shares of Rs. 10 each, as 10 % fully paid bonus shares. The directors are of the view that the Company's financial position and its reserves justify the capitalization of free reserves.

The Directors of the Company have not, direct or indirect interest in this special business, except to the extent of their entitlements of bonus shares and their relatives who are also shareholders of the Company.

AGENDA ITEM NO.6

Increase in Authorized Share Capital of the Company and Consequent amendments in the Memorandum and Articles of Association of the Company.

The Board of Directors has recommended to increase the authorized share capital of the Company from PKR 500,000,000 divided into 50,000,000 ordinary shares of Rs. 10/- each to PKR 1,000,000,000/- divided into 100,000,000 ordinary shares of Rs. 10/- each by creation of additional

50,000,000 ordinary shares of Rs. 10/- each amounting to PKR 500,000,000/-.

The proposed increase in the authorized share capital of the Company will also necessitate amendments in Clause V of Memorandum of Association and Clause 5 of Articles of Association of the Company. The Board of Directors has also recommended required alterations in the Memorandum of Association of the Company to reflect increase in authorized share capital of the Company.

Reasons for alteration in authorized share capital

Over the years, the Company has consistently earned impressive profitability and has experienced substantial organic growth. This growth necessitated significant investments in property, plant and equipment.

The current authorized capital of the company falls short of its anticipated future requirements to raise additional equity. Therefore, it is proposed that authorized capital should be substantially increased to eliminate the need for repetitive administrative formalities and associated costs in the future. It is important to highlight that the fee for enhancing the limit of authorized share capital has already undergone a significant increase.

Consequently, it is proposed to recommend to increase the authorized share capital of the Company from PKR 500 ,000,000/- divided into 50,000,000 ordinary shares of Rs. 10/- each to Rs. 1,000,000,000/- divided into 100,000,000 ordinary shares of Rs. 10/- each by creation of additional 50 ,000,000 ordinary shares of Rs. 10/- each, for approval of the shareholders.

AGENDA ITEM NO.7

Circulation the Annual Audited Financial Statements to their members through QR enabled code and weblink

The Securities and Exchange Commission of Pakistan has allowed listed companies, through its SRO No. 389(I)2023 dated March 21, 2023 to circulate the Annual Audited Financial Statements to their members through QR enabled code and weblink instead of transmitting the Annual Audited Financial Statements through CD/DVD/USB. The Company shall circulate Annual Audited Financial Statements through email address in case it has been provided by the members to the Company, and upon demand, supply hard copies of the Annual Audited Financial to the members free of cost

SURAJ COTTON MILLS LIMITED

Ballot paper for voting through post for poll to be held on (time, date and place of poll) (Name of Company and Logo) Complete contact details (including website address)

complete contact details (including website address)

Designated email address of the Chairman at which the duly filled in ballot paper may be sent:

Name of shareholder/joint shareholders	
Registered Address	
Number of shares held and folio number	
CNIC Number (copy to be attached)	
Additional Information and enclosures (In case of	
representative of body corporate, corporation and	
Federal Government.)	

I/we hereby exercise my/our vote in respect of the following resolutions through postal ballot by conveying my/our assent or dissent to the following resolution by placing tick ($\sqrt{}$) mark in the appropriate box below (delete as appropriate);

Sr. No.	Nature and Description of resolutions	No. of ordinary shares for which votes cast	I/We assent to the Resolutions (FOR)	I/We dissent to the Resolutions (AGAINST)
1	Resolved that Suraj Cotton Mills Limited (the "Company") shall sanction the loan extended to its associated company Shams Textile Mills limited of Rs. 250,000,000 (Two Fifty Million) on terms and conditions to be contained in the agreement to be executed between the Company and Associated Company in terms of Section 199 of Companies Act, 2017,			
	Further Resolved That the Chief Executive and Company Secretary be and are hereby singly authorized to do all acts, deeds and things and take all steps and necessary actions ancillary and incidental including filing of requisite documents and returns as may be required with the Registrar of Companies, Securities and Exchange Commission of Pakistan and complying with all other regulatory requirements to effectuate and implement this resolution.			
2	"Resolved That a sum of Rs. 44,372,287/- be capitalized out of the free reserves of the Company and applied towards issue of 4,437,228 ordinary shares of Rs. 10 each, as 10 %			

	fully paid bonus shares i.e. in the proportion of one (01) ordinary share for every ten (10) ordinary shares held by the members of the Company whose names appear in the Members' Register as at the close of the business on October 20, 2023".		
	"Further Resolved That the bonus shares shall rank pari passu in all respects with the existing shares of the Company as regards the future entitlements, however, these shares shall not be eligible for final dividend declared by the Company for the year ended June 30, 2023".		
	"Further Resolved That member's fractional entitlement, as a result of their entitlement to a fraction of a bonus share due to their respective shareholdings shall be deposited into a charity account to be proposed and approved by the Shareholders in the Annual General Meeting on October 27, 2023".		
3	Resolved That the approval of the members of Suraj Cotton Mills Limited ("the Company") be and is hereby accorded to increase authorized share capital of the Company from Rs. 500,000,000 (Rupees Five Hundred Million Only) divided into 50,000,000 ordinary shares of Rs. 10/- each to Rs. 1,000,000 ,000 (Rupees One Billion Only) divided into 100, 000,000 ordinary shares of Rs. 10/- each.		
	Further Resolved That, in consequence of the said increase in the authorized share capital of the Company, the existing Clause V of the Memorandum of Association and clause 5 of the Articles of Association of the Company be and is hereby amended accordingly, to read as follows:		
	Clause V of Memorandum of Association: The Capital of the Company is Rs. 1,000,000,000 (Rupees One Billion Only) divided into 100,000,000 (One Hundred Million) ordinary shares of Rs.		

10/- (Rupees Ten only) each with powers to the Company from time to time increase and reduce its capital and to divide the shares in the capital for the time being into several classes and to attach thereto respectively such special rights, privileges or conditions as ay be determined by or in accordance with the regulations of the Company and to vary modify or abrogate any such right privileges or conditions in such manner as may for the time being be provided by the regulations of the Company in accordance with law provided however, that rights as between various classes or ordinary shares, if any, as to profits, votes and other benefits shall be strictly proportionate to the paid up value of the shares.

Clause 5 of Articles of Association:

The Capital of the Company is Rs. 1,000,000,000 (Rupees One Billion Only) divided into 100,000,000 (One Hundred Million) ordinary shares of Rs. 10/- (Rupees Ten only) each with power to increase, decrease, consolidate any otherwise re-organise the share capital of the Company in accordance with the provision of the Ordinance. The minimum subscription shall be Rs. 1,000,000 (Rupees One Million)

Further Resolved That, the ordinary shares when issued shall carry equal voting rights and rank pari passu with the existing ordinary shares of the company in all respects/matters in conformity with the provisions of the Companies Act, 2017.

Further Resolved That the Chief Executive and Company Secretary be and are hereby singly authorized to do all acts, deeds and things and take all steps and necessary actions ancillary and incidental including filing of requisite documents and returns as may be required with the Registrar of Companies, Securities and Exchange Commission of Pakistan and complying with all other regulatory requirements

	to effectuate and implement this resolution.		
4	"Resolved That the dissemination of information regarding annual audited financial statements to the shareholders through QR enabled code and weblink as notified by the Securities and Exchange Commission of Pakistan vide its SRO 389 (I)/2023 dated 21 March, 2023, be and is hereby approved while considering technological advancements and old technology becoming obsolete, the circulation of annual financial statements through CD/DVD/USB be discontinued."		

Signature of	
shareholder(s)	

Place:

Date:

NOTES:

- 1. Dully filled postal ballot should be sent to chairman Mr. Khalid Bashir, 7-B-III, Aziz Avenue, Gulberg-V, Lahore.
- 2. Copy of CNIC should be enclosed with the postal ballot form.
- 3. Postal ballot forms should reach chairman of the meeting on or before October 26, 2023. Any postal ballot received after this date, will not be considered for voting.
- 4. Signature on postal ballot should match with signature on CNIC.
- 5. Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written ballot paper will be rejected.