

NOTICE OF EXTRA-ORDINARY GENERAL MEETING

Notice is hereby given that the Extraordinary General Meeting of the shareholders of **HIGHNOON LABORATORIES LIMITED** will be held on Monday, September 02, 2024, at 11:00 a.m. at registered office of the Company situated at 17.5 KM. Multan Road, Lahore, to transact the following business:

1. To confirm minutes of the Annual General Meeting held on April 29, 2024.
2. To elect seven Directors, as fixed by the Board of Directors in accordance with the provisions of the Companies Act 2017, for a term of three years commencing from September 03, 2024. The following Directors shall retire on September 02, 2024.
 1. Mr. Tausif Ahmad Khan
 2. Dr. Adeel Abbas Haideri
 3. Mr. Taufiq Ahmed Khan
 4. Mr. Ghulam Hussain Khan
 5. Mr. Tariq Wajid
 6. Mr. Romesh Alexander Iddamal goda Elapata
 7. Mrs. Zainub Abbas

A Statement of Material Facts as required under Section 166(3) of the Companies Act, 2017 concerning the manner of selection of Independent Directors is annexed to the notice of meeting circulated to the members of the Company.

Lahore:
August 12, 2024

By order of the Board
Baqar Hasan
Company Secretary

Notes:

1. The Share transfer books of the Company will remain closed for the period from August 27, 2024 to September 02, 2024 (both days inclusive). Transfers received in order at the office of company's Share Registrar M/s Corplink (Private) Limited Wings Arcade, 1-K, Commercial, Model Town, Lahore, Pakistan ('Registrar') at the close of business on August 26, 2024 will be considered in time to attend and vote at the Meeting.
2. A member of the Company entitled 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 at the Registered Office of the Company not less than 48 hours before the time for holding the meeting.
3. In pursuance of Circular No.4 of 2021 dated February 15, 2021, issued by the Securities and Exchange Commission of Pakistan; the members shall also be entitled to attend this meeting through video link facility /electronic means after completing verification and identification requirements. Members interested in attending this meeting through video link facility/electronic means are requested to register themselves by submitting following particulars at email address investor.relations@highnoon.com.pk not less than 48 hours before the time for holding the meeting.

Name	*CNIC No./ Passport No. (in case of foreigner)	Folio No./ CDC Account No.	Mobile No.	No. of Shares Held

*Please also attach legible scanned copy of CNIC/Passport (in case of foreigner).

Registration request must be sent through email address available /registered with the Company i.e. provided by CDC in case of shares held in book entry form in CDS or available with the Company in case of shares held in physical form.

The Company will send the link video/electronic facility and other relevant information to respective members in order to enable them to access the video /electronic facility and attend this meeting. Please note that requirements of Note 5 below shall be followed in case of proxy / representative of corporate body and link of video /electronic facility shall only be sent upon receipt of original documents.



4. The CDC Account Holders will further have to follow the guidelines as laid down by the Securities and Exchange Commission of Pakistan.

a) For attending the Meeting:

- i. in case of individual the account holders and /or sub-account holders and their registration details are uploaded as per the CDC Regulations, shall authenticate his/her identity by showing his original CNIC or Passport at the time of attending the Meeting.
- ii. In case of corporate entity, the Board of Directors resolution /power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of the Meeting.

b) For appointing Proxies:

- i. In case of individuals, the account holders and /or sub-account holders and their registration details are uploaded as per the CDC Regulations, shall submit the proxy form as per the above requirements.
- ii. The proxy form shall be witnessed by two persons whose names, addresses and CNIC number shall be mentioned on the form.
- iii. Attested copies of CNIC or the passport of the beneficial owner and the proxy shall be furnished with the proxy form.
- iv. The proxy shall produce his / her original CNIC or original Passport at the time of meeting.
- v. In case of corporate entity, the Board of Directors resolution /power of attorney with specimen signature shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

5. Members may avail video conference facility for this Extraordinary General Meeting at Lahore provided the Company receives consent (standard format is given below) atleast 7 days prior to the date the Meeting from members holding in aggregate 10% or more shareholding residing at above location.

The Company will intimate respective members regarding venue of the video -link facility before the date of Meeting along with complete information necessary to enable them to access the facility.

"I/We _____ of _____
 _____ being a member of Highnoon Laboratories Limited, holder of _____
 Ordinary Share(s) as per Registered Folio No./CDC Account No. hereby opt for video conference facility at Lahore in
 respect of Extraordinary General Meeting of the Company to be held on September 02, 2024.

Signature of Member"

6. Election of Directors

Any member who seeks to contest the election of Directors shall, whether he /she is a retiring director or otherwise, file with the Company the following documents and information at its registered offices not later fourteen days before September 02, 2024:

- a) Notice of his/her intention to offer himself / herself for the election as a Director term of Section 159(3) of the Companies Act, 2017, selecting any one category in which he/she intends to contest, in accordance with Regulation 7A of the Listed Companies (Code of Corporate Governance) Regulations, 2019.

The categories of Directors and number of Directors to be elected in each category are as follows:

Category	Number of Directors to be Elected
Female Director	1
Independent Directors	2
Other Director	4

- b) Consent to act as Director as prescribed under Section 167 of the Companies Act, 2017.

- c) His/her Folio No./ CDC Investors Account No./CDC Sub-Account No., number of shares held and contact details.

- d) Profile including other Directorships/Offices held, if any, along with his/her address to be placed on the website of the Company.
- e) An attested copy of Computerized National Identity Card (CNIC)/Passport (in case of foreigner) and Taxpayer Registration Certificate.
- f) A declaration that.
- He/she is not ineligible to become a director of the Company under the Companies Act, 2017 and /or other applicable laws/rules /regulations.
 - He / she is not serving as a director including as an alternate director of more than seven listed companies including this Company (when elected/appointed as Director). Provided that this limit shall not include the directorships in the listed subsidiaries.
 - He/she is not engaged in the business of brokerage or is not a spouse of such person or is not a sponsor, director or officer of a corporate brokerage house.
 - He /she has not been declared by a court of competent jurisdiction as defaulter in repayment of loan to a financial institution.
 - He/she is aware of the duties and powers of a director under the memorandum and article of association of the Company and applicable laws/rules/regulations, etc.
- g) Person contesting as Independent Director shall also submit:
- A declaration that he/she qualifies the criteria of independence under the listed Companies (Code of Corporate Governance) regulations, 2019 and Companies Act, 2017 and rules /regulation issued thereunder and that his/her name is listed on the data bank of independent directors maintained by an institute /organization duly notified by the Securities Exchange Commission of Pakistan.
 - An undertaking on non-judicial stamp paper that he /she meets the requirements of sub-Regulation (1) of Regulation 4 of the Companies (Manner and Selection of Independent Directors) Regulations, 2018 along with relevant supporting information supporting the undertaking.
- h) Any other document/information he/she thinks necessary and /or the Company may require.

The contesting candidates are requested to read the relevant provisions/requirements relating to the election of Directors under the Companies Act, 2017 and rules/regulations issued thereunder and ensure compliance with the same in letter and spirit.

If the number of persons who offer themselves to be elected in a category is not more than the number of Directors to be elected in such category, such persons will be elected unopposed without the voting process.

If the number of persons who offer themselves in a category is more than the number of Directors to be elected in such category then the Company shall provide its members with the option of postal ballot (i.e voting by post or through electric mode) in accordance with the requirements of the Companies Act, 2017 and the Companies (Postal Ballot) regulations, 2018 and shall comply applicable requirements including appointment of scrutinizer & e-voting services provider. All relevant information /procedures shall be communicated to the members enabling them to vote by post or through electronic mode.

7. Members are requested to update changes in their addresses, if any.
8. For any query /problem/information, Members may contact the Company at email investor.relations@highnoon.com.pk and /or the Share Registrar of the Company at address given herein above and at **(+92 42) 35916714-19**, email corplink786@gmail.com Members may also visit website of the Company www.highnoon-labs.com for notices/ information.



Statement of Material Facts under section 134 (3) and 166(3) of the Companies Act, 2017

The election of Directors was held on August 31, 2021, and fresh election is due after three years.

Therefore, the Board of Directors of the Company will be re-constituted for the next term of three years in this meeting.

In compliance of Section 166(3) of the Companies Act, 2017, for an independent director, consent papers will be accepted from those persons who meet the criteria set out for independence under section 166 of the Companies Act, 2017 and after observing relevant requirements of rules/regulations issued thereunder including availability of their names on the data bank of independent directors maintained by an institute organization duly notified by the Securities and Exchange Commission of Pakistan. Further, the Company while selecting independent directors shall exercise its own due diligence and shall also assess respective competencies, diversity, skill, knowledge and experience of candidates. The Company shall ensure that independent directors are elected in the same manner as other directors are elected in terms of Section 159 of the Companies Act, 2017.

No Director has direct or indirect interest in the above mentioned business except as shareholder and that he/she can contest for election of Directors.