

## NOTICE OF ANNUAL GENERAL MEETING


Notice is hereby given that the **70<sup>th</sup> Annual General Meeting** of **Buxly Paints Limited** will be held at Registered Office, X-3, Manghopir Road, S.I.T.E, Karachi, and / or virtually via video-link/Zoom Cloud meetings Monday, October 28, 2024 at 10:30 noon. to transact the following business:

### Ordinary Business:

1. To confirm minutes of Annual General Meeting held on Friday, October 27, 2023.
2. To receive, consider and adopt the Audited Accounts of the Company for the year ended June 30, 2024 together with the Auditors' Report, Chairman's Review and Directors' Report thereon.
3. To appoint Auditors for the year ending June 30, 2025 and fix their remuneration. The present Auditors – M/s Rahman Sarfaraz Rahim Iqbal Rafiq, Chartered Accountants, being eligible offer themselves for re-appointment.
4. To consider any other business, that may be placed before the members with the permission of the chair.

Lahore: October 05, 2024

By Order of the Board

  
CERTIFIED TRUE COPY  
Buxly Paints Limited  
Company Secretary

Registered Office  
X-3, Manghopir Road, S.I.T.E, Karachi.

**Muhammad Jawad Rafique**  
Company Secretary

## BUXLY PAINTS LIMITED

**KARACHI** : X-3 Manghopir Road, S.I.T.E., Karachi-7500 Pakistan. P.O. Box No. 3630 Tel : (92-21) 32577702, 32578255 Fax: (92-21) 32560468

**LAHORE** : The Annexe, 36 Industrial Estate, Kotlakh Pat, Lahore-Pakistan Ph: 042-38101017 Fax : 042-35151549 E-mail: info@buxly.com

**ISLAMABAD** : The Annexe, Plot No. 201, Street No. 1, Sector 1-10/3, Industrial Area Islamabad. Ph : 051-4440803 Fax : 051-440803 E-mail: buxlyrwp@buxly.com

## Notes:

- 1) The Share Transfer Books will remain closed from **October 22, 2024 to October 28, 2024**, both days inclusive. Members (Non-CDC) are requested to promptly notify the Company's Registrar on any change in their addresses and submit, if applicable to them, the non-deduction of Zakat Form CZ-50 with Registrar of the Company M/s THK Associates (Pvt.) Limited, 32-C, Jami Commercial Street 2, D.H.A Phase VII, Karachi, 75500, Pakistan. All Members holding the shares through the CDC are requested to please update their addresses and Zakat status with their Participations.
- 2) A member entitled to attend and vote at this meeting may appoint another member as his / her proxy to attend and vote for 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 of holding the meeting. A proxy must be a member of the Company
- 3) CDC Accounts Holders will further have to follow the guidelines as laid down in Circular 1, dated the January 26, 2000 issued by the Securities & Exchange Commission of Pakistan.
- 4) CDC Account Holders will further have to follow the under-mentioned guidelines as laid down by the Securities and Exchange Commission of Pakistan.

## Attendance of AGM Through Video-Link

The entitled shareholders whose name appear in the Books of Company by the close of business in October 21, 2024 who are interested to attend AGM through online platform are hereby requested to get themselves registered with the Company Secretary office by providing the following details at the earliest but not later than 48 hours before the time of AGM at [jawwad.ali@buxly.com](mailto:jawwad.ali@buxly.com).

Name of Shareholders	CNIC No.	Folio No./ CDS No.	Cell Number	Email Address

Upon the receipt of above information from interested shareholders, the Company will send the login details at their email addresses. The Company will convene the meeting through "Zoom Cloud Meetings" which can be downloaded from Google Play or App Store. Our shareholders are therefore requested to download the application ahead of the meeting. On the AGM day, shareholders will be able to login and participate in the AGM proceedings through smart phones or Computer devices from any convenient location.

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The login facility will be opened 30 minutes before the meeting time to enable the participants to join meeting after identification and verification process.

The entitled shareholders (whose name appeared in the books of Company by the close of Business on October 21, 2024) along with the details mentioned above may send their comments/suggestions for the proposed agenda items at the above email address at least 48 hours before the meeting.

## **Electronic Notice of AGM**

The company has been dispatching the notice of AGM to all the members through post to their registered address. In addition, the Notice along with the proxy form is available on Company website [www.buxly.com](http://www.buxly.com) and has been sent to the PSX via the PUCARS system. In the event of any difficulty in accessing the Notice or proxy form, members can contact the Company via email at [jawwad.ali@buxly.com](mailto:jawwad.ali@buxly.com). the Company will send a copy of the Notice and proxy form via e-mail only to those members who place a request in writing and have provided their e-mail addresses to the Share Registrar of the Company, THK Associates (Pvt.) Limited.

### **For Attending the Meeting:**

- i. In case of individuals, the account holder or sub-account holder and / or the person whose securities are in group account and their registration detail is uploaded as per the Regulations, shall authenticate their identity by showing his/her original Computerized National Identity Card (“CNIC”) or original passport at the time of attending the meeting through video-link.
- ii. In case of corporate entity, Board of Directors' resolution / power of attorney with specimen signature of the nominee shall be produced (unless provided earlier) at the time of the meeting.

### **For Appointing proxies:**

- i. In case of individuals, the account holder or sub-account holder is and / or the person whose securities are in group account and their registration detail is uploaded as per the CDC Regulations shall submit the proxy form as per the above requirement.
- ii. The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- iii. Attested copies of the CNIC or passport of the beneficial owners 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 the meeting.

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- v. In case of corporate entities, the Board of Directors' resolution / power of attorney with specimen signature of the nominee shall be submitted (unless provided earlier) along with the proxy form to Company.

### **Submission of copies of CNIC and NTN Certificate (Mandatory).**

Pursuant to the directives of the SECP, the dividend of shareholders whose CNIC / SNIC or NTN (in case of corporate entities), are not available with the Share Registrar shall be withheld. Shareholders are therefore, requested to submit a copy of their valid CNIC/SNIC (if not already provided) to the Company's Share Registrar, M/s THK Associates (Pvt.) Limited, 32-C, Jami Commercial Street 2, D.H.A Phase VII, Karachi.

### **Video Conference**

Pursuant to SECP Circular No.10 of 2014 dated May 21, 2014, if the Company receives consent from members holding in aggregate 10% or more shareholding residing in a geographical location to participate in the meeting through video conference at least 10 days prior to the date of Annual General Meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that city. To avail this facility please provide the following information to the Share Registrar, M/s THK Associates (Pvt.) Limited, 32-C, Jami Commercial Street 2, D.H.A Phase VII, Karachi.

I/We, of being a member of Buxly Paints Limited holder of Ordinary Share(s) as per Register Folio No. \_\_\_\_\_ hereby opt for video conference facility at (Please insert name of the City).

### **Unclaimed Dividend**

Shareholders who have not claimed their dividend are advised to contact our Share Registrar to collect /enquire about their unclaimed dividend, if any. As per the provisions of Section 244 of the Act, any shares issued or dividend declared by the Company which have remained unclaimed/unpaid for a period of three years from the date on which it was due and payable, are required to be deposited with Securities and Exchange Commission of Pakistan for the credit of Federal Government after issuance of notices to the Shareholders to file their claim. The details of the shares issued and dividend declared by the Company which have remained due for more than three years are available on the Company's website <http://www.buxly.com>.

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Shareholders are requested to ensure that their claims for unclaimed dividend and shares are lodged promptly. In case no claim is lodged, the Company shall proceed to deposit the unclaimed/unpaid amount and shares with the Federal Government pursuant to the provision of Section 244(2) of the Act.

## Transmission of Annual Report 2024

i. In terms of the approval of the members of the Company in their Annual General Meeting held on October 27, 2023 and pursuant to the SECP's Notification No. SRO 389 (1)/2023 dated March 21, 2023, the Annual Report for the financial year ended on June 30, 2024 of the Company containing inter alia the audited financial statements, auditors report, directors' and Chairman's reports thereon may be viewed and downloaded by following the QR Code and web-link as given hereunder:



<https://buxly.com.pk>

ii. Annual Report has also been e-mailed to those shareholders who have provided their valid e-mail IDs to the Company.

iii. The shareholders who wish to receive hard copy of the aforesaid documents may send to the Company Secretary / Share Registrar, the Standard Request Form provided in the annual report and also available on the website of the Company and the Company will supply hard copies of the aforesaid document to the shareholders on demand, free of cost, within one week of such demand.

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