

## **CRESCENT STEEL AND ALLIED PRODUCTS LIMITED**

### **NOTICE OF 40<sup>th</sup> ANNUAL GENERAL MEETING**

Notice is hereby given that the 40<sup>th</sup> Annual General Meeting (“AGM”) of the shareholders of Crescent Steel and Allied Products Limited (the “**Company**”) will be held on Monday, October 28, 2024 at 11:00 AM, at the at 503-E, Johar Town, Lahore and through video link to transact the following ordinary business:

1. To receive, consider and adopt the Chairman's Review Report, the Reports of Directors, and Auditors together with Audited Annual Separate and Consolidated Financial Statements of Crescent Steel and Allied Products Limited for the year ended June 30, 2024.

As required under Section 223 of the Companies Act 2017 and in terms of S.R.O No. 389(I)/2023 dated March 21, 2023, the Annual Report including the Notice of Meeting and Financial Statements of the Company has been transmitted to the shareholders and uploaded on the website of the Company which can be viewed using the following link or QR enabled code:



<https://www.crescent.com.pk/uploads/media/annual-report-2024.pdf>

2. To approve the payment of final cash dividend of Rs. 3.5 per share (i.e., @ 35%) in addition to the first interim cash dividend of Rs. 2 per share each, a total cash distribution of Rs. 5.5 per share (i.e., @ 55%) for the year ended June 30, 2024.
3. To appoint the Company’s auditors and to fix their remuneration. The members are hereby notified that the Audit Committee and the Board of Directors have recommended the name of retiring auditors M/s A. F. Ferguson & Co. Chartered Accountants for appointment as auditors of the Company.

Lahore: October 07, 2024

BY ORDER OF THE BOARD  
**Azeem Sarwar, FCA**  
Company Secretary

**Notes:**

**1. Venue and participation by video Link:**

In view of the requirements of the Securities and exchange Commission of Pakistan, the following arrangement have been made by the Company for participation of shareholders in the AGM:

- (a) The venue of the meeting for shareholders who wish to attend the AGM physically will be **at 503-E, Johar Town, Lahore.**
- (b) The directors and management of the Company may attend the AGM via video link.
- (c) The AGM can be attended by shareholders using smart phones/tablets/computers. To attend the meeting through video link, members and their proxies are requested to register themselves by providing the following information along with valid copy of Computerized National Identity Card (both sides)/passport, attested copy of board resolution / power of attorney (in case of corporate shareholders) through email at [company.secretary@crescent.com.pk](mailto:company.secretary@crescent.com.pk) by October 25, 2024.

<b>Name of member</b>	<b>CNIC No.</b>	<b>CDC Account No/Folio No.</b>	<b>Cell Number.</b>	<b>Email address</b>

The members who are registered after the necessary verification shall be provided with a video link by the Company at the same email address that they emailed the Company with. The Login facility will remain open from the start of the meeting till its proceedings are concluded.

**2. Book Closure and Proxies:**

The Share Transfer Books of the Company will remain closed from October 18, 2024, to October 28, 2024 (both days inclusive). Transfers received in order at the office of our Share Registrar, M/s CorpTec Associates (Pvt) Limited, 503-E, Johar Town, Lahore by the close of business on October 17, 2024, will be treated in time for the entitlement to attend, speak and vote at the AGM.

A member entitled to attend and vote at this meeting may appoint any other member as his/her proxy to attend and vote instead of him/her and a proxy so appointed shall have the same rights, as respects attending, speaking, and voting at the AGM as are available to the members. 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 instrument appointing a proxy and the power of attorney or other authority under which it is signed or a notarial attested copy of the power of attorney must be deposited at the Registered Office of the Company at least 48 hours before the time of the meeting. Proxy Forms, in English and Urdu languages, have been dispatched to the members along with the notice of AGM.

**3. e-Payment of Dividend:**

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 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.

**4. Zakat Declarations:**

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

**5. Circulation of Financial Statements:**

The shareholders who wish to receive hard copy of the Annual Report 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. The shareholders who intend to receive the annual report including the notice of meeting through e-mail are requested to provide their written consent on the Standard Request Form provided in the annual report and also available on the Company's website: [www.crescent.com.pk](http://www.crescent.com.pk).

**6. Unclaimed Dividend / Shares:**

Shareholders, who by any reason, could not claim their dividend or bonus shares or did not collect their physical shares, if any, are advised to contact our Share Registrar M/s. Corptec Associates (Private) Limited, 503-E, Johar Town, Lahore, to collect/enquire about their unclaimed dividend / shares, if any.

**7. Placement of Financial Statements:**

The Company has placed a copy of the Notice of AGM, Annual Separate and Consolidated Financial Statements for the year ended 30 June 2024 along with Auditors and Directors Reports thereon and Chairman's Review on the website of the Company: [www.crescent.com.pk](http://www.crescent.com.pk)

**8. Deposit of Physical Shares into CDC Accounts:**

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 Securities and Exchange Commission of Pakistan, 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 into the book entry form. For this purpose, the shareholders may open CDC sub-account with any of the brokers or investor's 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, anytime they want as the trading of physical shares is not permitted as per existing Regulations of the Pakistan Stock Exchange Limited. It also reduces the risks and costs associated with storing share certificate(s) and replacing lost or stolen certificate(s) as well as fraudulent transfer of shares. For the procedure of conversion of physical shares into book-entry form, you may approach our Share Registrar at the contact information given above.