

# Notice of 60<sup>th</sup> Annual General Meeting



The Notice is hereby given that the 60<sup>th</sup> Annual General Meeting of the Company will be held on Thursday, May 22, 2025 at 11:00 a.m. at Avari Hotel, Lahore for the purpose of transacting the following business:

## Ordinary Business:

1. To Confirm the minutes of the Annual General Meeting held on August 21, 2024.
  2. To receive, consider and adopt the Annual Audited Accounts of the Company for the year ended June 30, 2024 together with the Directors' and Auditors' Reports thereon.
  3. To consider and approve payment of final cash dividend to the shareholders at the rate of Rs. 7.50 per share of Rs. 10 each i.e. 75% for the year ended June 30, 2024, as recommended by the Board of Directors payable to shareholders appearing in register at close of business on Wednesday, May 14, 2025.
  4. To appoint External Auditors for the year ending June 30, 2025 and to fix their remuneration. The Board of Directors, on the recommendation of Audit Committee of the Company, has proposed re-appointment of M/s. A.F Ferguson & Co., Chartered Accountants, being eligible for reappointment, as external auditors, for the year ending June 30, 2025.
  5. To transact any other ordinary business of the Company with the permission of the Chairman.
- The share transfer books of the Company will remain closed from Thursday, May 15, 2025 to Thursday, May 22, 2025 (both days inclusive). Transfers received at the Company's Share Registrar, up to the close of business on Wednesday, May 14, 2025 will be treated in time for the purpose of entitlement to dividend.

By order of the Board

**Imtiaz Mehmood**

SGM (Corporate Affairs)/  
Company Secretary

Lahore.  
April 26, 2025



## Notes:

### 1. Participation in General Meeting

#### i. Through Electronic Means (Optional/Recommended Via Video Conferencing)

In the light of the relevant guidelines issued by Securities & Exchange Commission of Pakistan (SECP) from time to time latest vide Circular No 4 dated February 15, 2021 and Circular No. 6 dated March 03, 2021, the shareholders are encouraged to participate in the General Meeting through electronic facility organized by SNGPL. In order to attend the General Meeting through electronic facility, the shareholders are requested to get themselves registered with CDC Share Registrar Services Limited at least 48 hours before the time of General Meeting at [cdcsr@cdcsrsl.com](mailto:cdcsr@cdcsrsl.com) or at WhatsApp number 0321-8200864.

The entitled shareholders whose name appear on the Books of the Company by close of Business on May 14, 2025 will be treated in time for the purpose of attending the meeting and those shareholders are requested to provide the information as per below format:

Sr. No	Folio Number/ CDC Account No.	Name of the shareholder	CNIC Number	Cell Number	Email address

The details of the electronic facility will be sent to the Shareholders on the email addresses provided by

them. The login facility will be opened at 10:30 a.m. enabling the participants to join the proceedings after identification and verification process before joining the meeting which will start at 11:00 a.m. sharp.

#### ii. Attending Meeting In Person Or Through Proxies

- All members, entitled to attend and vote at the General Meeting, are entitled to appoint any person in writing as their proxy to attend and vote on their behalf. A legal entity, being a member, may also appoint any person as proxy. However, in case of legal entities, a resolution of the Board of Directors' / Power of Attorney with specimen signature of the person nominated to represent and vote on behalf of the legal entity shall be submitted to the Company. The proxy holders are required to produce their original CNIC or original Passport at the time of the meeting.
- The proxy instrument must be completed in all respects and in order to be effective should be deposited at the Office of the Company Secretary but not later than 48 hours before the time of holding the meeting.
- If any member appoints more than one proxy for any one meeting and more than one instruments of proxy are deposited with the Company, all such instruments of proxy shall be rendered invalid.



**Guidelines for CDC Account Holders:**

CDC Account Holders will further have to follow the under mentioned guidelines as laid down in Circular No. 1 dated January 26, 2000 issued by the Securities and Exchange Commission of Pakistan.

**A. 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 details are uploaded as per the Regulations, shall authenticate his/her identity by showing his/her original Computerized National Identity Card (CNIC) or original Passport at the time of attending the meeting.
- ii) In case of legal 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 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 proxy form as per the requirements mentioned below.
- 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 CNIC or the Passport of the beneficial owners and of 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.
- v) In case of a legal 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.

**2. Submission of copy of CNIC/NTN Certificate (Mandatory):**

Please provide valid copy of CNIC/NTN to our Shares Registrar, in case of physical shareholders and in case of CDC account to its Participant/ Investor Account Services.

In case of non-availability of CNIC/NTN of shareholders, the Company will be constrained to withhold payment of dividend to shareholders as per Section 243 of the Companies Act, 2017 and Regulation No. 6 of the Companies (Distribution of Dividend) Regulations, 2017.

Physical shareholders are also requested to please update their other particulars i.e. Contact number, email address, residential address etc. through letter appending their signatures.

**3. Deduction of Income Tax from Dividend:**

Pursuant to the provision of Finance Act the income tax from dividend payment under section 150 of the Income Tax Ordinance, 2001 shall be deducted as per applicable rates for Filers and Non Filers.







Moreover, as per the SECP's notification vide SRO 452(1) /2025 dated March 17, 2025, notice in addition to annual audited financial statements are also being circulated who have provided their email addresses to the Company. However, shareholders may request to provide a hard copy of Annual Accounts.

#### 6. **Conversion of Physical Shareholding in Book-Entry Form:**

Securities and Exchange Commission of Pakistan has issued directions vide letter No. CSD/ED/Misc./2016/ 639-640 dated March 26, 2021 in the light of Section 72 of Companies Act, 2017 that every existing listed company shall be required to replace its physical shares with Book-Entry Form within the period not exceeding four years from the promulgation of the Act i.e. May 30, 2017. In order to ensure compliance with the aforesaid provision and to be benefited of the holding of shares in Book-Entry Form, all shareholders who still hold shares in physical form are encouraged to open CDC sub-Account with any of broker or investor account directly with CDC to convert their shares in Book-Entry Form. This will benefit the valued shareholders in many ways, including safe custody/online trading of shares, easy transfer of ownership, no risk of damage/lost/duplicate shares, instant credit of entitlements (bonus/right issue).

#### 7. **Unclaimed Dividends and Shares:**

As per the provisions of Section 242 of the Companies Act, 2017, any shares issued or dividend declared by the Company which have remained unclaimed/ unpaid after having completed the stipulated procedure, of three (3) years and more from the date on which it was due and payable, shall be deposited to the credit of Federal Government in case of unclaimed dividend and in case of shares, shall be delivered to SECP after issuance of notices to the shareholders to file their claim. Shareholders of the Company are hereby informed that as per our record there are some unclaimed/uncollected / unpaid dividends and shares. Shareholders who could not collect their dividends/shares are advised to contact the Share Registrar to enquire/ collect about their unclaimed dividend or shares, if any. 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 Companies Act, 2017.

#### 8. **Compliance with SECP Guidelines regarding Gift Distribution**

In adherence to the regulatory requirements set forth by the SECP, it is hereby stated that no gifts will be distributed at the meeting.

##### **Registered Office**

Gas House, 21-Kashmir Road,  
P.O. Box No. 56, Lahore (Pakistan),  
Tel No.: +92-42-99082000-06  
Fax No.: +92-42-99201369  
Website: [www.sngpl.com.pk](http://www.sngpl.com.pk)

##### **Share Registrar**

CDC Share Registrar Services Limited (CDCSRSL)

##### **Lahore Office:**

Mezzanine Floor, South Tower, LSE Plaza,  
19-Khayaban-e-Aiwan-e-Iqbal, Lahore (Pakistan)  
Tel No.: +92 -42-36362061-66  
Fax No.: +92 -42-36300072

##### **Karachi Office:**

CDC House, 99-B, Block B, S.M.C.H.S.,  
Main Shahra-e-Faisal, Karachi (Pakistan).  
Tel No.: +92-21-111-111-500  
Fax No.: +92-21-34326053  
Website: [www.cdcsrsl.com](http://www.cdcsrsl.com)