

## NOTICE OF EXTRA ORDINARY GENERAL MEETING

Notice is hereby given that an Extra Ordinary General Meeting of the members of Olympia Spinning & Weaving Mills Limited will be held at 10:00 a.m. on Friday 10 March, 2017 at the registered office of the company at H-23/3, Landhi Industrial Area, Karachi to transact the following business:

### Ordinary Business:

1. To confirm the minutes of the last Annual General Meeting held on October 29, 2016.
2. To elect seven Directors as fixed by the Board in accordance with the provisions section 178(1) of the Companies Ordinance, 1984 for a period of three years commencing from March 10, 2017 in place of retiring Directors, namely:  
(i) Mr. M. Waqar Monnoo (ii) Mr. Siraj Sadiq Monnoo (iii) Mrs. Ghazala Waqar  
(iv) Umar Ilyas Shafi (v) Mr. Syed Ayazuddin (vi) Mr. Syed Inamuddin  
(vii) Mr. Amir Shamim

The existing directors will retire from the office of directors and offer themselves for reappointment.

3. To transact any other business as may be placed before the meeting with the permission of the Chairman.

By Order of the Board

Karachi: February 10, 2017

Chief Executive

### Notes:

- (i) The Register of Members of the Company will remain closed from March 04, 2017 to March 10, 2017 (both days inclusive), members are requested to notify change of addresses (if any)
- (ii) A member entitled to attend and vote at this meeting may appoint another member as his/her proxy to attend and vote on his/her behalf. The instrument appointing a Proxy and the power of attorney or other authority under which it is signed or a notarially certified copy of the power of attorney must be received at the Registered Office of the Company duly stamped, signed and witnessed not later than 48 hours before the meeting.
- (iii) Central Depository Company account holders will further have to follow the under mentioned guidelines as laid down by the Securities and Exchange Commission of Pakistan.
- (iv) Any person who seeks to contest the election of directors shall file at the Registered Office of the company, not later than 14 days before the day of meeting a notice of his/her intention to offer himself/herself for election as Director in terms of section 178 (3) of the Companies Ordinance, 1984 together with Duly filed signed Form 28 together with his consent and declaration with Code of Corporate Governance, detail profile and attested copies of CNIC and NTN.

### A. For Attending the Meeting

1. In case of individual, 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 identity by showing his original National Identity Card (NIC) or original Passport at the time of attending the Meeting.
2. 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

1. 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 above requirements.
2. The proxy form shall be witnessed by two persons whose name, addresses and NIC numbers shall be mentioned on the form.
3. Attested copies of NIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
4. The proxy shall produce his original NIC or original passport at the time of the Meeting.
5. Members are requested to notify immediately changes, if any, in their registered addresses.

- C. In order to comply with the requirements of SECP SRO 831 (1)/2012 dated July 2, 2012, members who hold shares in physical form and have not yet submitted photocopy of their CNIC are requested to send the same to the Share Registrar of Company Najeeb & Consultants (Private) Limited, 405 Commerce Centre Hasrat Mohani Road, Karachi at the earliest. CDC Shareholders are requested to submit their CNIC directly to their broker (Participant)/CDC Investor account services.