



SERVICE INDUSTRIES TEXTILES LTD.

SERVICE INDUSTRIES TEXTILES LIMITED

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 61st Annual General Meeting ("AGM") of the shareholders of **Service Industries Textiles Limited ("Company")** will be held on 28 October, 2022 at 09.30 A.M. at Registered Office of the Company, 38-Empress Road, Lahore to transact the following Business;

ORDINARY BUSINESS:

1. To confirm the minutes of 60th Annual General Meeting held on October 28, 2021
2. To consider, approve and adopt Annual Audited accounts of the Company together with the Directors' Auditors' Report for the year ended June 30, 2022.
3. To appoint Statutory Auditors of the Company for the year ending June 30, 2023 and to fix remuneration. The retiring Auditors M/s Crowe Hussain Chaudhury & Co. Chartered Accountants, being eligible, have offered themselves for reappointment.
4. To elect seven directors as fixed by the board of directors in accordance with the provisions of Section 159(1) of the Companies Act, 2017 for a period of three years commencing from October 31, 2022 in place of the following retiring directors namely: -

1. Mr. Mohammad Hameed
3. Mr. Aamer Hameed
5. Mr. Murtaza Hameed
7. Mrs. Zainab Khan

2. Mr. Ijaz Hameed
4. Mr. Tariq Hameed
6. Mr. Omar Mohyud Din Malik

OTHER BUSINESS:

5. To transact any other business with permission of the Chair.

By order of the Board

USMAN KHALID
Company Secretary

October 06, 2022
Lahore

Notes:

1. BOOK CLOSURE

The share transfer books of the Company will remain closed from 21.10.2022 to 28.10.2022 (both days inclusive). Transfers received at the Company's Share Registrar's Office i.e. **M/s Corplink (Pvt) Limited**, Wings Arcade, 1-K Commercial, Model Town, Lahore, upto the close of business on 20.10.2022 will be considered in time for the purpose attending the meeting.

2. FOR APPOINTING PROXIES

A member entitled to attend and vote at the above meeting may appoint another member as his/her proxy to attend and vote on his behalf at the meeting. The instrument of the proxy duly executed in accordance with the Articles of Association of the

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Factory: G.T. Road, Gujrat-Pakistan. Tel: (+92-53) 3514065, 3516700 Fax: (+92-53) 3524161



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Company must be received at the registered office of the Company not less than 48 hours before the time of holding of the meeting.

3. FOR ATTENDING MEETING

Any individual Beneficial Owner of CDC, entitled to attend and vote at this meeting, must bring his/her original CNIC or Passport, Account and participant's I.D numbers, to prove his/her identity, and in case of proxy must enclose and attested copy of his/her CNIC or Passport. Representatives of corporate members should bring the usual documents required for such purpose. The account/sub account holders of CDC will further have to follow the guidelines as laid down in Circular No.1 of 2000 dated January 26, 2000 issued by Securities Exchange Commission of Pakistan.

4. CONSENT TO ACT AS DIRECTOR

In terms of Section 159 (3) of the Companies Act, 2017, any member who seeks to contest election to the office of director of the company shall file with the Company, at its registered office, a notice of intention to offer himself for election not later than fourteen days before the date of Annual General Meeting along with a written consent to act as directors

5. MEASURES TAKE OWING TO PREVAILING SITUATION OF COVID 19 PANDEMIC

To ensure to safety and well-being of all the Members keeping in view of the prevailing situation due to COVID 19 pandemic and pursuant to the guidelines issued by the Securities Exchange Commission of Pakistan, vide its Circular No.04 of 2021 dated February 15, 2021, members interested in attending the AGM through ZOOM are requested to get themselves registered by sending an email at least 48 hours prior to the date of the meeting at info@prime-service.com by providing the following details:

Name of the Member	CNIC No.	Folio / CDC Account NO.	Cell No.	Email Address

Login facility will be opened thirty minutes before the meeting time to enable the participants to join the meeting after the identification process. Members will be able to login and participate in the Annual General Meeting proceedings through their devices after completing all the formalities required for the identification and verification.

6. CONSENT FOR VIDEO CONFERENCE FACILITY

Members can also avail video conference facility. In this regard please fill the following and submit to registered address of the Company 10 days before the general meeting. If the Company receives consent from members holding in aggregate 10% or more shareholding residing at geographical location, to participate in the meeting through video conference at least 10 days prior to the date of meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that city.



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The Company will intimate members regarding venue of video conference facility at least 5 days before the date of general meeting alongwith complete information necessary to enable them to access such facility.

I/We _____ of _____,
being a member of Service Industries Textiles Limited, holder of _____ Ordinary
sharesper Register Folio / CDC account No. _____ hereby opt for video
conference facility at _____

Signature of Member

7. POSTAL BALLOT

Members can exercise their right to demand a poll subject to meeting requirements of Sections 143-145 of the Companies Act, 2017 and applicable clauses of Companies (Postal Ballot) Regulations 2018.

8. AVAILABILITY OF ANNUAL AUDITED FINANCIAL STATEMENT

In accordance with the provision of section 223 and 237 of the Companies Act, 2017, the audited financial statement of the Company for the year, which ended of June 30, 2022 are available on the Company's website: www.sitl.com.pk

9. CHANGE OF ADDRESS

Shareholders are requested to notify the change of their addresses, if any, to our Share Registrar M/s Corplink (Pvt) Limited, Wings Arcade, 1-K, Commercial Model Town, Lahore Tel No.042-35839182, 042-35916714-19.

10. CONVERSION OF PHYSICAL SHARES TO ELECTRONIC

As per Section 72 of the Companies Act, 2017, every existing listed company shall be required to replace its physical shares with book-entry form in a manner as may be specified and from the date notified by the Commission.

The Shareholders having physical shareholding are encouraged to open CDC sub-account with any of the brokers or Investor account directly with CDC to place their physical shares into scrip less form, this will facilitate them in many ways, including safe custody and sale of shares, any time they want, as the trading of physical shares is not permitted as per existing regulations of the Pakistan Stock Exchange.