

# At-Tahur Limited

## Notice of Annual General Meeting



**NOTICE IS HEREBY GIVEN THAT** 16<sup>th</sup> Annual General Meeting of shareholders (6<sup>th</sup> after listing on PSX) of **At-Tahur Limited** will be held on **Friday, October 27, 2023 at 11:00 a.m. at Registered Office, 182- Abu Bakar Block, New Garden Town, Lahore** to transact the following business:

### **ORDINARY BUSINESS**

1. To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended 30 June 2023 together with the Directors' and Auditors' reports thereon.
2. To appoint auditors of the Company and to fix their remuneration. The present auditor M/s Riaz Ahmad & Company, Chartered Accountants, retires and being eligible, offers themselves for re-appointment as auditors of the Company.

### **SPECIAL BUSINESS**

3. To consider and if deemed fit pass the resolution with or without modifications:  
**Resolved that** the approval be and is hereby given to allow the Company to circulate the Annual Audited Financial Statements, Auditors' Report, Directors' Report, Chairman's Message and other reports contained thereto, to the members/shareholders through Quick Response (QR) enabled code and weblink instead of through CD/DVD/USB, subject to the requirements of Notification No. S.R.O. 389(I)/2023 of the Securities and Exchange Commission of Pakistan dated 21 March 2023.
4. To transact any other business with the permission of the Chair.

Statement of Material Facts for Agenda Item No. 3 is being circulated to the members along with notice of the meeting.

October 05, 2023  
Lahore

By the Order of the Board  
Company Secretary

### **BOOK CLOSURE:**

The Members' Register will remain closed from October 20, 2023 to October 27, 2023 (both day inclusive).

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### **NOTES:**

1. Transfer received in order at the Registered Office by the close of business hours on Thursday, October 19, 2023 will be treated in time.
2. A member eligible to attend and vote at this Meeting may appoint another member as his/her proxy to attend and vote instead of him/her.
3. The instrument appointing a proxy and the power of attorney or other authority under which it is signed or a notarially attested copy of the power of attorney must be received by the Company at the Registered Office not later than 48 hours before the time for holding the Meeting.
4. CDC account holders will further have to follow the under mentioned guidelines as laid down by Securities & Exchange Commission of Pakistan:

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

- i. In case of individuals, the account holder or sub-account holder and whose registration details are uploaded as per the Regulations, shall authenticate his/her identity by showing his/her original Computerized National Identity Card (CNIC) or passport at the time of attending the meeting.
- ii. 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 meeting.

### **For Appointing Proxies:**

- i. In case of individuals, the account holder or sub-account holder and whose registration details are uploaded as per the Regulations, shall submit the proxy form as per above requirement
- ii. Attested copies of valid CNIC or the passport of beneficial owners and the proxy shall be furnished with the proxy form.
- iii. The proxy shall produce his/her original valid CNIC or original passport at the time of the meeting.
- iv. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be produced (unless it has been provided earlier) at the time of meeting.

### **Video Conference Facility:**

Shareholders individually or collectively holding 10.00% or more shareholding can provide their consent to participate in the meeting through video conference at least seven days prior to date of the meeting. Considering the geographical dispersal of the shareholder, the Company shall arrange video conference facility subject to the availability of such facility in that city. The Company will intimate members regarding venue of the video-link facility at least five days before the date of the general meeting along with complete information necessary to enable them to access the facility. The shareholders who wish to avail the video-link facility may send their request on Standard Form provided in the annual report and also available on the company's website.

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### **Circulation of Accounts via Email**

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.

### **Electronic Voting:**

- a) In accordance with the Companies (Postal Ballot) Regulation, 2018, (the "Regulations") the right to vote through electronic voting facility and voting by post shall be provided to members of every listed company for, inter alia, all businesses classified as special business under the Companies Act, 2017 in the manner and subject to conditions contained in the Regulations;
- b) Detail of E-Voting facility will be shared through e-mail with those members of the company who have valid cell numbers / e-mail addresses available in the Register of Members of the Company by Share Registrar **M/s Corplink (Private) Limited** being the e voting service provider;
- c) Identity of the members intending to cast vote through e-voting shall be authenticated through electronic signature or authentication for login.
- d) Members shall cast vote online from October 24, 2023 at 09:00 a.m. till October 26, 2023 at 5:00 p.m. Voting shall close on October 26, 2023 at 5:00 p.m. Once the vote on the resolution has been casted by a Member, he/she shall not be allowed to change it subsequently.

### **Procedure for Voting Through Postal Ballot**

- a) Members may alternatively opt for voting through postal ballot. For convenience of the members, Ballot Paper is annexed to this notice and the same is also available on the Company's website [www.at-tahur.com](http://www.at-tahur.com) to download.
- b) The members must ensure that the duly filled and signed ballot paper, along with a copy of Computerized National Identity Card (CNIC) should reach the Chairman of the meeting through post at the Company's registrar address, **182, Abu Bakar Block, New Garden Town, Lahore**, or email at [chariman@at-tahur.com](mailto:chariman@at-tahur.com) one day before the AGM, i.e. on October 26, 2023 before 5:00 p.m. A postal ballot received after this time / date shall not be considered for voting. The signature on the Ballot Paper shall match with signature on the CNIC.

### **Statement under Section 134(3) of the Companies Act, 2017**

### **Statement of Material Facts in respect of Agenda Item No. (3)**

### **Approval of Circulation of the Annual Audited Accounts of the Company**

The Securities and Exchange Commission of Pakistan (SECP) through its Notification No. S.R.O. 389(I)/2023 dated 21 March 2023 has allowed the companies to circulate the annual audited financial statements to its members/shareholders through Quick Response (QR) enabled code and web link instead of through CD/DVD/USB. The notice of meeting shall be dispatched to members as per requirements of the Act, on their

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registered address, containing the QR code and the web link address to view and download the annual audited financial statements together with the reports and documents required to be annexed thereto under the Act. The companies shall circulate the annual audited financial statements through email in case email address has been provided by the member to the company and the consent of member to receive the copies through email is not required.

The copy of the subject notification from, SECP is placed before the members of the meeting for inspection. The contents of the notification shall be complied with by the Company. The Annual Financial Statements of the Company upcoming years shall be available on the Company's website [www.at-tahur.com](http://www.at-tahur.com)

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## Ballot Paper For Voting Through Post

### For Poll at Annual General Meeting



**Designated email address of the Chairman at which the duly filled in ballot paper may be sent:**

[chairman@at-tahur.com](mailto:chairman@at-tahur.com)

Name of shareholder/joint shareholders	
Registered Address	
Folio No. / CDC Participant / Investor ID with sub-account No	
Number of shares held	
CNIC, NICOP/Passport No. (in case of foreigner) (Copy to be attached)	
Additional Information and enclosures (In case of representative of body corporate, corporation and Federal Government.)	
Name of Authorized Signatory:	
CNIC, NICOP/Passport No. (In case of foreigner) of Authorized Signatory - (Copy to be attached)	

I/we hereby exercise my/our vote in respect of the following resolutions through postal ballot by conveying my/our assent or dissent to the following resolution by placing tick (√) mark in the appropriate box below (delete as appropriate);

<b>Special Resolutions</b>
<b>1) Resolved that</b> the approval be and is hereby given to allow the Company to circulate the Annual Audited Financial Statements Auditors' Report, Directors' Report, Chairman's Message and other reports contained thereto to its members/shareholders through Quick Response (QR) enabled code and weblink instead of through CD/DVD/USB, subject to the requirements of Notification No. S.R.O. 389(I)/2023 of the Securities and Exchange Commission of Pakistan dated 21 March 2023.

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Sr. No.	Nature and Description of resolutions	No. of ordinary shares for which votes cast	I/We assent to the Resolutions (FOR)	I/We dissent to the Resolutions (AGAINST)
1	Special Resolution as per Agenda # 3 (as given above)			

\_\_\_\_\_  
Signature of shareholder(s)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

### NOTES:

- the Chairman address 182-Abu Bakar Block, New Garden Town, Lahore or email at [chairman@at-tahur.com](mailto:chairman@at-tahur.com);
- Copy of CNIC, NICOP/Passport No. (In case of foreigner) should be enclosed with the postal ballot form;
- Postal ballot forms should reach, at Share's Registrar Office, one day before the Annual General Meeting, i.e. on October 26, 2023 before 5:00 p.m. Any postal ballot received after this date, will not be considered for voting;
- Signature on postal ballot should match with signature on CNIC, NICOP/Passport (In case of foreigner);
- Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written ballot paper will be rejected.