

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given to the members that the 20th Annual General Meeting of the Company will be held on Saturday, 28th day of October 2023 at 9:30 a.m. at the registered office, Room No. 403, 4th Floor, Ibrahim Trade Centre, I-Aibak Block Barkat Market, News Garden Town, Lahore and through video-conferencing.

Instructions with regard to participation appear in the notes below. While convening the AGM, the Company will observe the quorum provisions and will comply with all the regulatory requirements.

In accordance with Section 223(7) of the Companies Act, 2017, the financial statements of the Company have been uploaded on the Company's website which can be downloaded from the following link and QR enabled code:

<https://www.doststeels.com.pk/investor-relations/financial-reports/>



ORDINARY BUSINESS

1. To receive, consider, and adopt the annual audited financial statements of the Company for the year ended 30 June 2023, along with the Directors' and Auditors' Reports thereon.
2. To appoint auditors of the Company for the financial year 2023-24 and to fix their remuneration. The Board of Directors, on the recommendation of the Board Audit Committee of the Company, has proposed re-appointment of Rahman Sarfaraz Rahim Iqbal Rafiq, Chartered Accountants as auditors, for the year ending 30 June, 2024.

SPECIAL BUSINESS

3. To consider and, if thought fit, pass, with or without modification(s), the following resolutions to enable and authorize the Company to circulate the Annual Audited Financial Statements, to the members of the Company through QR enabled code and weblink as required by the Securities and Exchange Commission of Pakistan (SECP) vide its Notification S.R.O. 389(I)/2023 dated 21 March 2023, instead of circulating the same through CD/DVD/USB.

RESOLVED THAT the Company be and is hereby authorized to circulate its Annual Audited Financial Statements, to the members of the Company through QR enabled code and weblink, in accordance with S.R.O. 389(I)/2023 dated 21 March 2023, issued by SECP.

FURTHER RESOLVED THAT the Chief Executive Officer, or Company Secretary of the Company be and are hereby singly authorized to do all acts, deeds and things, take or cause to be taken all necessary actions to comply with all legal formalities and requirements and file necessary documents, as may be necessary or incidental for the purpose of implementing this resolution.

ANY OTHER BUSINESS

4. To transact any other ordinary business which may legally be transacted at an Annual General Meeting, with the permission of the Chair.

By Order of the Board of Directors



Shahid Ali
Company Secretary

Lahore
October 07, 2023

Head Office: Room No. 401, 4th Floor, Ibrahim Trade Centre, I-Aibak Block, Barkat Market, New Garden Town, Lahore-54700 Tel: 111 375 (DSL) 000
Mill Site: 52 km, Multan Road, Phoolnagar - 55260, Pakistan.

1. Closure of Share Transfer Books:

The Members Register and Share Transfer Books will be closed from 21 October 2023 to 28 October 2023 (both days inclusive) for the purpose of the Annual General Meeting. Transfers received at THK Associates (Pvt.) Limited, Plot No. 32-C, Jami Commercial Street 2, D.H.A. Phase VII, Karachi, the Registrar and Shares Transfer Office of the Company, by the close of business on 20 October 2023 will be treated in time for the purpose of Annual General Meeting.

2. Participation in the AGM proceeding via video conferencing facility.

Members whose names appear in the Register of Members as of 20 October 2023, are entitled to attend and vote at the AGM. A Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend, speak and vote for him/her. A proxy must be a Member of the Company.

An instrument of proxy applicable for the AGM is being provided with the Notice sent to Members. Further copies of the instrument of proxy may be obtained from the Registered Office of the Company during normal office hours. Proxy form may also be downloaded from the Company's website: <http://www.doststeels.com.pk> An instrument of proxy and the power of attorney or other authority (if any) under which it is signed, or a certified true copy of such power or authority duly notarized must, to be valid, be deposited through email on shahid.ali@doststeels.com.pk or at the registered address of the Company's not less than forty-eight (48) hours before the time of AGM.

- a. To attend the AGM through video-conferencing facility, the Members are requested to register themselves by providing the following information through email at shahid.ali@doststeels.com at least forty-eight (48) hours before the AGM.

Name of Shareholders	CNIC / NTN No.	Folio No. / CDCIAS A/C No.	Cell No.	Email Address

- a. Members will be registered, after necessary verification as per the above requirement and will be provided a video-link by the Company via email.
- b. The login facility will remain open from 9:15 a.m. till the end of AGM.
- c. Members can also share their comments / suggestions on the agenda of AGM by email at shahid.ali@doststeels.com

3 Guidelines for Central Depository Company of Pakistan Limited ('CDC') Investor Account Holders:

CDC Investor 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 (SECP)

- a. for attending the AGM:
- i. In case of individuals, the investor account holder or sub-account holder and / or the person whose securities are in group account where registration details are uploaded as per the CDC Regulations, shall authenticate his / her identity by showing his / her original CNIC or valid passport at the time of attending the AGM.
- ii. In case of corporate entity, the Board of Directors' resolution / Power of Attorney with specimen signature of the nominee shall be produced at the time of the AGM.
- b. for appointing Proxies:
- i. In case of individuals, the investor 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 requirement.

- ii. The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- iii. Copies of CNIC or the valid passport of the beneficial owners and the proxy shall be furnished along with the proxy form.
- iv. The proxy shall produce his original CNIC or original valid passport at the time of the Meeting.
- v. In case of a corporate 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.

4. Electronic Transmission of Annual Report 2023:

Shareholders of the Company are hereby informed that as per the record, there are some unclaimed/ uncollected /unpaid dividends and shares. Shareholders who could not collect their dividends/shares are advised to contact our Share Registrar THK Associates (Pvt.) Limited to collect/enquire about their unclaimed dividend or shares, if any.

Notwithstanding the above, the Company will provide hard copies of the Annual Report 2023, to any Member on their request, at their registered address, free of cost, within one (1) week of receiving such request. Further, Members are requested to kindly provide their valid email address (along with a copy of valid CNIC) to the Company's Share Registrar, THK Associates (Pvt.) Limited if the Member holds share in physical form or, to the Member's respective Participant/Investor Account Services, if shares are held in book entry form.

5. Submission of CNIC / NTN (Mandatory):

Pursuant to the directives of the SECP, the dividends of shareholders whose valid CNIC or NTN (in case of corporate entities) are not available with the Share Registrar could be withheld. Shareholders are therefore, requested to submit a copy of their valid CNIC (if not already provided) to the Company's Share Registrar, THK Associates (Pvt.) Limited. In the absence of a member's valid CNIC, the Company will be constrained to withhold the dividend of the Members.

6. Unclaimed Dividend / Shares under Section 244 of the Companies Act, 2017:

An updated list for unclaimed dividend / shares of the Company is available on the Company's website www.doststeels.com.pk. These are unclaimed dividend / shares which have remained unclaimed or unpaid for a period of three (3) years from the date these have become due and payable.

Claims can be lodged by shareholders on claim forms as are available on the Company's website. Claims forms must be submitted to the Company's Share Registrar, THK Associates (Pvt.) Limited for receipt of dividend / shares.

7. Members can exercise their right to vote through e-voting or postal ballot (as applicable) subject to meeting the requirements of sections 143-145 of the Companies Act, 2017, the Companies (Postal Ballot) Regulations, 2018 and other applicable laws of Pakistan.

8. Conversion of Physical Shares into the Book Entry Form:

The SECP through its letter No. CSD/ED/Misc/2016- 639-640 dated March 26, 2021 has advised listed companies to adhere to provisions of Section 72 of the Companies Act, 2017 by replacing physical shares issued by them into book entry form.

The shareholders of Dost Steels Limited having physical folios / share certificates are requested to

convert their shares from physical form into book-entry form as soon as possible. The shareholders may contact their Broker, CDC Participant or CDC Investor Account Service Provider for assistance in opening a CDS Account and subsequent conversion of the physical shares into book-entry form. It would facilitate the shareholders in many ways including safe custody of shares, avoidance of formalities required for the issuance of duplicate shares, etc. For further information and assistance, the shareholders may contact our Share Registrar, THK Associates (Pvt.) Limited.

STATEMENT OF MATERIAL FACTS UNDER SECTION 134(3) OF THE COMPANIES ACT, 2017 RELATING TO THE SPECIAL BUSINESS

This statement sets out the material facts concerning the special business, given in Agenda No. 3 of the Notice, intended to be transacted at the AGM.

Agenda No. 3 of the Notice

In view of the technological advancements, the SECP has allowed Listed Companies, through its SRO No. 389(I)/2023 dated March 21, 2023, to circulate the Annual Audited Financial Statements, to the Members of the Company through QR-enabled code and Weblink, which is to be included in the Notice of shareholders meeting. The Company shall circulate Annual Audited Financial Statements, through email, in case it has been provided by the members to the Company and shall also send hard copies of Annual Audited Financial Statements, to the shareholders, free of cost, upon receipt of a duly completed Request Form, as available on the Company's website www.doststeels.com.pk.

None of the Directors of the Company have any direct or indirect interest in the Special business, except in their capacity as members and directors of the company.