

Notice of the 21st Annual General Meeting

Notice is hereby given that the Twenty First Annual General Meeting of the shareholders of **SME Leasing Limited** (the Company) will be held on Thursday, January 11, 2024 at 10:30 am via online over Zoom, to transact the following business:

ORDINARY BUSINESS.

1. To confirm the minutes of the 20th Annual General Meeting of the Company held on April 26, 2022.
2. To receive, consider and adopt the audited Financial Statements of the Company for the year ended December 31, 2022 together with the Directors' and Auditors' Reports thereon.
3. To appoint Auditors of the Company for the year ending December 31, 2023 and fix their remuneration. The Board of Directors has recommended appointment of M/s. BDO Ebrahim & Co, Chartered Accountants as auditors of the Company, for the year ending December 31, 2023.
4. To transact any other business with the permission of the Chair.

By Order of the Board



Uzma Ehsan
Company Secretary

Karachi: December 22, 2023
Email: 21agm@smelease.com
Join Zoom Meeting
<https://us06web.zoom.us/j/7666978760?pwd=SWV0cVhrMzV1cVhpc1RWV0NQOXREQT09>

Meeting ID: 766 697 8760
Passcode: bz2nQV

Notes:

1. The Register of the members of the Company will remain closed from January 05, 2024 to January 11, 2024 (both days inclusive).
2. In line with the directions issued to the listed companies by the SECP, vide circular No. 6 of 2021 dated March 03, 2021, the Company intends to convene the Annual General Meeting (AGM) virtually via video link facility managed from the Registered Office of the Company, located at, SME Bank Limited. 56-F, Nazim-ud-din Road, F-6/1, Blue Area, P.O Box 1587, Islamabad for the facility of all its Shareholders. The virtual meeting is being held in line with Company's austerity measures in the wake of current macro-economic situation and in order to ensure maximum participation of Shareholders.

The entitled shareholders (whose name appeared in the Books of the Company by close of business on January 05, 2024 interested in attending the AGM through electronic means are requested to get themselves registered with the Company Secretary Office at least 48 hours before the holding of AGM at 21agm@smelease.com by providing the following:

| Name of shareholder | CNIC No. | Folio / CDS No. | Cell No. | Email address |
|---------------------|----------|-----------------|----------|---------------|
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Login facility will be opened thirty minutes before the meeting time to enable the participants to join the meeting after identification process. Shareholders will be able to login and participate in the AGM proceedings through their devices after completing all the formalities required for identification and verification of the shareholders.

The entitled shareholders may send their comments and suggestions relating to the agenda items of the AGM to the Company Secretary office at least two working days before the AGM, at above mentioned email address. Shareholders are required to mention their full name, CNIC No. and Folio / CDS No. for this purpose.

3. A member entitled to attend and vote at the meeting may appoint another member as his / her proxy to attend, speak and vote at the meeting on his / her behalf. The proxy form must be deposited at the Main office of the Company situated at 304, 3rd Floor, Business Arcade, Shakra-e-Faisal, and Karachi not later than 48 hours before the time of the meeting.
4. For attending the meeting and appointing proxies, CDC account holders will further have to follow the guidelines as laid down in Circular No. 1 of 2000 dated January 26, 2000 issued by the SECP. The rights of members and their proxies exercisable during meetings and all other relevant information are listed in section 137 of the Companies Act, 2017.
5. Shareholders are requested to notify the change of their address, if any, to the share Registrar of the Company.
6. The annual report 2022 (CD) has been dispatched at the registered address of all the members. For future, as allowed under SECP Notification S.R.O.787(1)/2014, the annual report will be dispatched at the email address of those members who have provided their email address and consent to receive the annual report electronically. For this purpose, a standard request form is available at the company's web site www.smelease.com.