



# HAFIZ LIMITED

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the **67th Annual General Meeting** of shareholders of the **HAFIZ LIMITED** will be held **Insha-Allah** on **Wednesday, 24th October, 2018 at 11:30 a.m.** at the Registered Office of the Company, 97, Alliance Building, 2<sup>nd</sup> Floor, Moolji Street, Mereweather Tower, Karachi for the following purposes:

1. To confirm the Minutes of last Annual General Meeting held on 31st October, 2017.
2. To receive, consider and adopt the Annual Audited Accounts of the company for the year ended 30<sup>th</sup> June, 2018 together with the Directors' and Auditors' reports thereon.
3. To approve as recommended by the directors, the payment of Cash Dividend @ 17.50% Rs.1.75 per share for the year ended 30<sup>th</sup> June, 2018.
4. To elect Seven (7) Directors as fixed by the Board of Directors in accordance with provisions of section 159 of Companies Act, 2017 for a term of three (3) years commencing from October 30, 2018. All retiring directors shall be eligible to offer themselves for re-election. The names of the retiring directors are:
5. i) Fakhruddin Usmani                      ii) Quamruddin Osmani                      iii) Muhammad Farooq Usmani  
iv) Mahmood Wali Muhammad              v) Muhammad Atiq                      vi) Ali Muhammad Usmani  
vii) Muhammad Shahzad Fakir
6. To appoint Auditors for the year ending 30<sup>th</sup> June, 2019 and to fix their remuneration.
7. To transact any other business of the Company with the permission of the Chair.

By order of the Board

**S. Shafiq Hassan**  
Company Secretary

Karachi: 3rd October, 2018.

### **Notes:**

#### **1- Closure of Share Transfer Books**

The share transfer books of the Company will remain **closed from October 20, 2018 to October 27, 2018** (both days inclusive). Transfers received in order by the Shares Registrar of the Company, **M/s .F.D. Registrar Services (SMC-Pvt.) Ltd.** 1705, 17<sup>th</sup> Floor, Saima Trade Tower-A, I.I. Chundrigar Road, Karachi-74000 up to the close of business on **October 19, 2018** will be treated in time for entitlement of the dividend.

#### **2- Participation in the Annual General Meeting**

i) A member, who has deposited his/her shares into Central Depository Company of Pakistan Limited, must bring his/her participant's ID number and CDC account/sub-account number along with original Computerized National Identity Card (CNIC) or original Passport at the time of attending the meeting.

ii) A member entitled to attend and vote at the Annual General Meeting may appoint another member as his/ her proxy to attend, speak and vote instead of him/her.

iii) Form of proxy, in order to be valid must be properly filled-in/executed and received at the registered office of the Company situated at 97, Alliance Building, 2<sup>nd</sup> Floor, Moolji Street, Mereweather Tower, Karachi not later than 48 hours before the time of the meeting.

#### **3-E-Dividend**

Under the provisions of Section 242 of the Companies Act, 2017 and the Companies (Distribution of Dividends) Regulations, 2017, it is mandatory for a listed Company to pay cash dividend to its shareholders only through electronic mode directly into bank account designated by the entitled shareholders.

Shareholders who have not yet submitted their International Bank Account Number (IBAN) are requested to fill in Electronic Credit Mandate Form and send it duly signed along with a copy of CNIC to the Registrar of the Company **M/s .F.D. Registrar Services (SMC-Pvt.) Ltd.** 1705, 17<sup>th</sup> Floor, Saima Trade Tower-A, I.I. Chundrigar Road, Karachi-74000, in case of physical shares.

In case shares are held in CDC then Electronic Credit Mandate Form must be submitted directly to shareholder's broker/participant/CDC account services.

#### **Head Office:**

97, Alliance Building, 2nd Floor, Moolji Street,  
Opp. Mereweather Tower, Karachi-74000.  
Tel: 021-32440371, 021-32432896  
Fax: +92-21-32440372

**Email:** htm1951@hotmail.com  
info@hafiztm.com

**Website:** www.hafiztm.com

#### **Mills Address:**

D-9, S.I.T.E., Manghopir Road,  
Karachi.  
Tel: 021-32567863.



# HAFIZ LIMITED

## 4- Change in Address

Members holding shares in physical form are requested to promptly notify Share Registrar of the Company of any change in their addresses. Shareholders maintaining their shares in electronic form should have their address updated with their participant or CDC Investor Accounts Service.

## 5-Submission of copies of CNIC

CNIC numbers of shareholders are mandatorily required for dividend distribution. Shareholders are therefore requested to submit a copy of their CNIC (if not already provided) to the Share Registrar. In case of non-receipt of the copy of a valid CNIC, the company would be unable to comply with SRO 831(1)/2012 dated July 05, 2012 of SECP and therefore will be constrained under SECP order dated July 13, 2015 to withhold the payment of dividend of such shareholders. The shareholders while sending CNIC must quote their respective folio number and name of the Company.

## 6- Deduction of Income Tax from Dividend U/s150 of the Income Tax ordinance, 2001

(i) The rates of deduction of income tax from dividend payments under the Income Tax Ordinance, 2001 are as follows:

1. For filer of income tax return 15%
2. For non-filers of income tax return 20%

To enable the Company to make tax deduction on the amount of cash dividend @ 15% instead of 20%, shareholders whose names are not entered into the Active Taxpayers List (ATL) provided on the website of FBR, despite the fact that they are filers, are advised to make sure that their names are entered in ATL before the first day of book closure, otherwise tax on their cash dividend will be deducted @ 20% instead of 15%.

(ii) Withholding Tax exemption from the dividend income, shall only be allowed if copy of valid tax exemption certificate or stay order from a competent court of law is made available to **M/s .F.D. Registrar Services (SMC-Pvt.) Ltd.** by the first day of Book Closure.

(iii) Further, according to clarification received from Federal Board of Revenue (FBR), with-holding tax will be determined separately on 'Filer/Non-Filer' status of Principal shareholder as well as joint-holder(s) based on their shareholding proportions, in case of joint accounts.

In this regard all shareholders who hold shares jointly are requested to provide shareholding proportions of Principal shareholder and Joint-holder(s) in respect of shares held by them (only if not already provided) to our Shares Registrar, in writing as follows:

Company Name	Folio/CDS Account #	Total Shares	Principal Shareholder		Joint Shareholder	
			Name and CNIC #	Shareholding Proportion (No. of Shares)	Name and CNIC #	Shareholding Proportion (No. of Shares)

The required information must reach our Shares Registrar within 10 days of this notice; otherwise it will be assumed that the shares are equally held by Principal shareholder and Joint Holder(s).

(iv) For any query/problem/information, the investors may contact the Company Secretary at phone: 021-32440371 and email address [htm1951@hotmail.com](mailto:htm1951@hotmail.com) and/or **F.D. Registrar Services (SMC-Pvt.) Ltd.** at phone: 021-32271905-6 and email address: [fdregisrar@yahoo.com](mailto:fdregisrar@yahoo.com)

(v) Corporate shareholders having CDC accounts are required to have their National Tax Number (NTN) updated with their respective participants, whereas corporate physical shareholders should send a copy of their NTN certificate to the company or **F.D. Registrar Services (SMC-Pvt.) Ltd.** Shareholders while sending NTN or NTN certificates, as the case may be, must quote company name and their respective folio numbers. Without the NTN company would not be in a position to check filer status on the ATL and hence higher tax of 20% may be applied in such cases.

## 7- E. Financial Statements

8. Pursuant to Notification vide SRO.787(1)/2014 of September 08, 2014, SECP has directed to facilitate the members of the company receiving Annual Financial Statements and Notices through electronic mail system (e-mail). We are pleased to offer this facility to our members who desire to receive Annual Financial Statements and Notices of the Company through e-mail in future. In this respect members are hereby requested to convey their consent via e-mail on a standard request form which is available at the Company website i.e. [www.colgate.com.pk](http://www.colgate.com.pk) Please ensure that your e-mail has sufficient rights and space available to receive such e-mail which may be larger than 1 MB file in size. Further, it is the responsibility of the member to timely update the Share Registrar of any change in the registered e-mail address.

## 8- Form of Proxy is enclosed.

### Head Office:

97, Alliance Building, 2nd Floor, Moolji Street,  
Opp. Mereweather Tower, Karachi-74000.  
Tel: 021-32440371, 021-32432896  
Fax: +92-21-32440372

**Email:** [htm1951@hotmail.com](mailto:htm1951@hotmail.com)

[info@hafiztm.com](mailto:info@hafiztm.com)

**Website:** [www.hafiztm.com](http://www.hafiztm.com)

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