SAIF TEXTILE MILLS LIMITED

NOTICE OF EXTRAORDINARY GENERAL MEETING

NOTICE is hereby given that the Extraordinary General Meeting of the shareholders of **M/s. SAIF TEXTILE MILLS LIMITED** will be held at **11:00 A.M** on **Saturday, 31st March, 2018**, at **APTMA HOUSE, TEHKAL PAYAN, JAMRUD ROAD, PESHAWAR**, to transact the following business:

1. To confirm the minutes of the 28th Annual General Meeting held on 27.10.2017.

2. To elect seven directors as fixed by the Board pursuant to section 159(1) of the Companies Act, 2017 for a term of three years, in place of the existing Directors whose term of office will expire on March 31, 2018. The retiring Directors are Mr. Osman Saifullah Khan, Mr. Jehangir Saifullah Khan, Ms. Hoor Yousafzai, Mr. Assad Saifullah Khan, Ms. Jehannaz Saifullah Khan, Rana Muhammad Shafi, and Mr. Muhammad Danish.

3. To transact any other business with the permission of the chair.

BY ORDER OF THE BOARD

(SABIR KHAN)
Company Secretary

Peshawar: **March 9, 2018**

NOTES:

i. Share Transfer Books of the Company will remain closed and no transfer of shares will be accepted for registration from March 24, 2018 to March 31, 2018 (Both Days Inclusive). Transfer received in order at the shares department of M/s Hameed Majeed Associates (Pvt.) Limited, H.M. House, 7-Bank Square, Lahore, at the closed of business on March 23, 2018 will be treated in time for the purpose of transfer.

ii. **FOR ELECTION.**

Any person who seeks to contest the Election of Directors shall file with the Company at its Registered Office not later than 14 days before the date of the meeting his / her intention to offer himself / herself for Election of Directors along with his / her consent in the prescribed form for his / her appointment as director of the Company together with:

a. Consent to act as Director on Form-28, duly completed.

b. A declaration to affect that he / she is aware of duties and powers of directors under the Companies Act, 2017, M & AOA of the Company & Listing Regulations of PSX and has read the relevant provisions contained therein.

c. Detailed profile with office address for placement on the Company's website.

iii. **PARTICIPATION IN THE EXTRA ORDINARY GENERAL MEETING.**

A member entitled to attend and vote at the meeting may appoint another member as his / her proxy to attend and vote on his / her behalf. The instrument appointing the proxy, duly completed, must be received at the Company's Registered Office not later than 48 hours before the time of holding of the meeting.

iv. **FOR ATTENDING THE MEETING.**

CDC individual Account holders or Sub-account holders are required to bring their original Computerized National Identity Card (CNIC) / original passport along with participant's ID number and their account number in order to facilitate identification.

In case of Corporate entity, resolution of the Board of Directors/Power of attorney with specimen signatures of nominees shall be produced (unless provided earlier) at the time of meeting.

v. **FOR APPOINTING PROXIES.**

a. In case of individuals, the account holder or sub account holder and / or the persons 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.

b. Any person who is appointed as a proxy by any individual shareholder must himself be a shareholder of the Company U/S 137 (d) of the Companies Act, 2017.

c. The proxy form shall be witnessed by two persons whose names, addresses and CNIC number shall be mentioned on the form.

d. Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.

e. The proxy shall produce his / her original CNIC or passport at the time of meeting.

f. In case of corporate entity, the Board of Directors resolution / Power of Attorney with specimen signature of the person nominated to present and vote on behalf of the corporate entity, shall be submitted (unless it has been provided earlier) along with the proxy form to the Company.

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