

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 30th Annual General Meeting of Members of the **SAJJAD TEXTILE MILLS LIMITED** will be held on October 27, 2018 (Saturday) at 11:30 a.m. at registered office of the Company at 19-B, Off. Zafar Ali Road, Gulberg-V, Lahore to transact the following business:

Ordinary Business:

1. To read and confirm minutes of the Extra-ordinary General Meeting of the Company held on February 20, 2018.
2. To receive, consider and adopt the annual audited Financial Statements of the Company together with the Directors' and Auditors' Reports thereon for the year ended June 30, 2018.
3. To appoint Auditors for the year ending June 30, 2019 and to fix their remuneration.
4. To transact any other business with the permission of the Chair.

By Order of the Board

Lahore
Dated: October 01, 2018

(ABDUL LATIF)
Company Secretary

NOTES:

1. The Share transfer books of the Company will remain closed from 20 October, 2018 to 27 October, 2018 (both days inclusive). Physical transfers received in order by the Company's shares Registrar M/s, Hameed Majeed Associates (Private) Limited, H.M. House, 7- Bank Square, Lahore by the close of business on 19 October, 2018 will be treated in time to determine voting rights of the members for attending the meeting.
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. Proxy forms duly completed must reach the company at its Registered Office at least 48 hours before the time of the meeting. Form of proxy is attached.
3. Members are requested to send copies of their CNICs to the Company's share Registrar to enable the Company to comply with direction of the Securities and Exchange Commission of Pakistan contained in SRO-831(1) 2012. Interested Members are encouraged to send their e-mail addresses with their consent to opt for transmission of annual reports and AGM notice through e-mail, at Company's registered Office. Shareholders are requested to immediately notify the change of address, if any to share Registrar of the Company.

CDC account holders will further have to follow the guidelines as laid down in circular No. 1 dated: January 26, 2000 issued by the Securities and Exchange Commission of Pakistan.

4. The provisions of Section 242 of the Companies Act, 2017 require the listed companies that any dividend payable in cash shall only be paid through electronic mode directly into the bank account of designated by the entitled shareholders. Accordingly, the shareholders holding physical shares are requested to provide the Company's Share Registrar at the address given herein above, electronic dividend mandate on E-Dividend Form provided in the annual report and also available on website of the Company. In the case of shares held in CDC, the same information should be provided to the CDS participants for updating and forwarding to the Company.

5. Pursuant to the provisions of Finance Act, 2017, effective 01 July 2017, deduction of income tax from dividend payments shall be made on the basis of filers and non-filers. Income Tax will be deducted on the basis of Active Tax Payers List posted on the Federal Board of Revenue website. Members seeking exemption from deduction of income tax or are eligible for deduction at a reduced rate are requested to submit a valid tax certificate and necessary documentary evidence, as the case may be.

6. A. For attending the meeting personally:

Any individual beneficial owner of CDC entitled to attend and vote at this meeting, must bring his/her CNIC or Passport to prove his/her identity and in case of proxy must enclose an attested copy of his/her CNIC or Passport. Representatives of a corporate entity, the Board's resolution/power of attorney with specimen signature should be furnished along with the proxy form to the Company.

B. For exercising electronic voting right through Intermediary by providing consent in writing regarding appointment of execution officer as proxy as per the Companies (E-Voting) Regulations, 2016.

The instrument of e-voting under option 2 shall be deposited in advance in writing at least ten days before holding of general meeting, at the registered office 19-B, Off. Zafar Ali Road Gulberg – V, Lahore, of the company or through email: corporate@sajjadtextile.com.

- i) The proxy/e-voting form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
 - ii) The company will arrange for e-voting if the company receives demand for poll from at least five members or by any member or members having not less than one tenth of the voting power.
 - iii) Members can also avail video conference facility. In this regard, please send in writing to registered address of the Company 10 days before holding of general meeting.
7. The Company has placed the Audited Financial Statements for the year ended 30th June, 2018 along with Auditors' and Directors' Reports thereon on its website: www.sajjadtextile.com
 8. Shareholders, who by any reason, could not claim their dividend or bonus shares or did not collect their physical shares, if any, are advised to contact our Share Registrar M/s Hameed Majeed Associates (Pvt) Limited, H.M. House 7-Bank Square, Lahore to collect/enquire about their unclaimed dividend or pending shares, if any. In compliance with Section 244 of the Companies Act, 2017, after having completed the stipulated procedure, all such dividend and shares outstanding for a period of 3 years or more from the date due and payable shall be deposited to the credit of Federal Government in case of unclaimed dividend and in case of shares, shall be delivered to the SECP.