

SAJJAD TEXTILE MILLS LIMITED

NOTICE OF EXTRAORDINARY GENERAL MEETING

Notice is hereby given that an Extra-Ordinary General Meeting of the members of the Company will be held on Monday, April 06, 2020 at 11:00 a.m. at the Company's Registered Office, 19-B, Off. Zafar Ali Road, Gulberg V, Lahore, to transact the following business:-

Ordinary Business:

1. To confirm the minutes of the Extraordinary General Meeting of the company held on March 07, 2020.
2. To elect seven (7) directors including chief executive of the Company as fixed by the Board of Directors in accordance with the provisions of section 159 (1) of the Companies Act, 2017 for a term of three years commencing from April 07, 2020. The names of the retiring directors are as follows -
 1. Mr. Muhammad Asim Sajjad
 2. Mr. Salman Muhammad Aslam
 3. Mrs. Seema Sajjad
 4. Mrs. Ayesha Rahim
 5. Miss Batool Zahra
 6. Mr. Mehr Allah Yar
 7. Mr. Maqsood Akbar
3. To transact any other business, as may be placed before the meeting with the permission of the Chair.

Lahore

Dated: 27th February, 2020

BY ORDER OF THE BOARD

(Muhammad Iqbal)
COMPANY SECRETARY

NOTES:

1. The Share transfer books of the Company will remain closed from 31 March, 2020 to 06 April, 2020 (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 30 March, 2020 will be treated in time to determine voting rights of the members for attending the meeting.
2. Every candidate desiring to contest the election of directors, whether he/she is retiring director or otherwise, shall file with the company not later than Fourteen(14) days before the date of meeting, a notice of his/her intension to offer himself/herself for election as a director in terms of section 159(1) of the Companies Act, 2017 and also his consent to act as a director on appointment, in terms of section 167(1) of the Companies Act, 2017.
3. A member of the Company entitled to attend and vote may appoint another member as his/her proxy to attend and vote instead of him/her. Proxy will have the same rights as are available to the member.
4. Proxy must be received at the office of our Registrar not later than 48 hours before the time of the meeting. The form of proxy submitted must be witnessed by two persons whose names, addresses and Computerized National Identity Card (CNIC) numbers must be mentioned on the form, along with the attested copies of CNIC or passport of the beneficial owner and the proxy.
5. In case of proxy by a corporate entity, Board of Directors' resolution/power of attorney shall also be submitted along with the form and specimen signature of the Nominee.
6. Beneficial owners of the shares registered in the name of Central Depository Company of Pakistan Limited and/or their proxies are required to produce their original CNIC or Passport for identification purpose at the time of attending the meeting.
7. Members are requested to promptly notify any change in their address to the office of our registrar.
8. **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.