



At-Tahur Limited

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the 11th Annual General Meeting of the shareholders (1st after listing on PSX) of At-Tahur Limited will be held on **Saturday, October 27, 2018 at 11:30 a.m.** at the Registered Office, House, 182-Abu Bakar Block, New Garden Town, Lahore to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Accounts together with the Directors' and Auditors' reports thereon for the year ended June 30, 2018.
2. To appoint auditors of the Company and fix their remuneration. The present auditor M/s Riaz Ahmad & Company, Chartered Accountants retires and offers themselves for re-appointment.

SPECIAL BUSINESS

3. To consider dissemination of annual audited accounts through CD or DVD or USB instead of transmitting the same in the form of hard copy. However, for convenience of shareholders Standard Request Form will be uploaded on Company's website for those who opt to receive Annual Audited Accounts at their registered address or through email:

Resolved that dissemination of information regarding Annual Audited Accounts to the Shareholders in soft form i.e. CD or DVD or USB as notified by Securities & Exchange Commission of Pakistan vide its SRO 470(I)/2016 dated May 31, 2016 be and is hereby approved.

4. To transact any other business with the permission of the Chair.

By Order of the Board

Lahore

October 04, 2018

Company Secretary

BOOK CLOSURE:

The Members' Register will remain closed from October 20, 2018 to October 27, 2018 (both days inclusive).



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NOTES:

1. Transfer received in order at the Registered Office by the close of business hours on Friday, October 19, 2018 will be treated in time.
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.
3. The instrument appointing a proxy and the power of attorney or other authority under which it is signed or a notarially attested copy of the power of attorney must be received by the Company at the Registered Office not later than 48 hours before the time for holding the Meeting.
4. CDC account holders will further have to follow the under mentioned guidelines as laid down by Securities & Exchange Commission of Pakistan:

For Attending the Meeting:

- i. In case of individuals, the account holder or sub-account holder and whose registration details are uploaded as per the Regulations, shall authenticate his/her identity by showing his/her original National Identity Card (NIC) or passport at the time of attending the meeting.
- ii. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of meeting.

For Appointing Proxies:

- i. In case of individuals, the account holder or sub-account holder and whose registration details are uploaded as per the Regulations, shall submit the proxy form as per above requirement
- ii. Attested copies of valid CNIC or the passport of beneficial owners and the proxy shall be furnished with the proxy form.
- iii. The proxy shall produce his/her original valid CNIC or original passport at the time of the meeting.
- iv. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be produced (unless it has been provided earlier) at the time of meeting.

Through Video conference:

Shareholders individually or collectively holding 10.00% or more shareholding can provide their consent to participate in the meeting through video conference at least seven days prior to date of the meeting. Considering the geographical dispersal of the shareholder, the Company shall arrange video conference facility subject to the availability of such facility in that city. The Company will intimate members regarding venue of the video-link facility at least five days before the date of the general meeting along with complete information necessary to enable them to access the facility.



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In this regard, shareholders are requested to fill the following form and submit to the Registered Office of the Company seven days before the date of holding of the general meeting:

I/We ofbeing a member of At-Tahur Limited, holder of Ordinary shares as per Registered Folio number/CDC A/c # hereby opt for video conference facility at

Signature of Member

Circulation of Accounts via Email

As per SRO 787 (I)/2014 the transmission of Annual Financial Statements along with Notice to members through email shall considered compliance with relevant requirements of Companies Act.

In this regard, shareholders are requested to fill the following form and submit to the Registered Office of the Company:

I/We ofbeing a member of At-Tahur Limited, holder of Ordinary shares as per Registered Folio number/CDC A/c # E-mail ID having CNIC No.

The above e-mail address please be recorded in the members register maintained under Section 120 of the Companies Act, 2017.

I will inform the Company or the Registrar about any change in my e-mail address immediately. Henceforth, I will receive the Audited Financial Statements along with Notice only on the above e-mail address, unless a hard copy has been specifically requested by me.

Signature of Member



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Tax Deduction - Filer or Non-Filer

According to clarification received from FBR, each joint shareholder is to be treated individually as either a 'Filer' or 'Non-Filer' and tax will be deducted on the basis of shareholding notified by each joint holder. Accordingly, such shareholders(s) may notify in writing within 10 days of this notice to the Shares Registrar of the Company as per format given below. If no notification is received by the Shares Registrar, then it will be assumed that the shares are held in equal proportion by the principal shareholder and the joint holder(s):

Individual/Company Name	Folio/CDC A/c No.	Total Shares	Principle Shareholder		Joint Shareholder(s)	
			Name & CNIC No.	Shareholding Portion (No. of Shares)	Name & CNIC No.	Shareholding Portion (No. of Shares)

Exemptions from Tax

Deduction of Tax and Zakat on Dividend entitlement: Members who wants to avail the exemptions on their respective dividend entitlement are requested to furnish the following documents to the Company / Shares Registrar:

- Valid income tax exemption certificate issued by the concerned Commissioner of inland Revenue in order to avail tax exemption under Section 150 of the Income Tax Ordinance, 2001 (tax on dividend) where the statutory exemption under clause 47B of Part IV of Second Schedule is available and want to avail exemption under Section 150 of the Ordinance, otherwise tax will be deducted under the provisions of laws.
- Zakat exemption certificate/undertaking as per Zakat & Ushr Ordinance, 1980.



At-Tahur Limited

Statement under Section 134(3) of the Companies Act, 2017

This statement is annexed to the Notice of the Annual General Meeting of At-Tahur Limited (the Company) to be held on Saturday, October 27, 2018, at which certain Special Business is to be transacted. The purpose of this Statement is to set forth the material facts concerning such Special Business.

ITEM (3) OF THE AGENDA

In order to implement SECP directions with respect to transmission / circulation of information such as Annual Audited Accounts through CD/DVD/USB to all members instead of hard copies. Resolution is part of notice for concurrence of shareholders to adopted newly introduced mode of transmission.

The Directors, Sponsors, Major Shareholders and their relatives are not interested directly or indirectly in the above business except to the extent of their shareholding held by them in the Company.