



## CLOVER PAKISTAN LIMITED

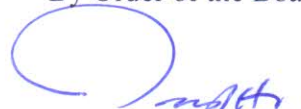
### NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 33<sup>rd</sup> Annual General Meeting of Clover Pakistan Limited (the "Company") will be held on Friday, 25<sup>th</sup> October 2019 at 9:30 a.m. at the Royal Rodale Auditorium, TC-V, 34<sup>th</sup> Street, Khayaban-e-Sehar, Phase-V Ext., D.H.A., Karachi, to transact the following business:

#### Ordinary Business

1. To confirm the minutes of the 32<sup>nd</sup> Annual General Meeting and Extra Ordinary General Meeting of the Company, both held on 29<sup>th</sup> October 2018.
2. To receive, consider and adopt the audited accounts of the Company for the year ended 30<sup>th</sup> June 2019, together with the Directors' and Auditors' reports thereon.
3. To appoint auditors and fix their remuneration for the financial year 2020.
4. To transact any other ordinary business with the permission of the Chair.

By Order of the Board

  
**Zeeshan Ul Haq**  
Company Secretary

4<sup>th</sup> October 2019  
Karachi

#### NOTES:

##### Closure of Share Transfer Books

The Share Transfer Books of the Company shall remain closed from 19<sup>th</sup> October 2019 to 25<sup>th</sup> October 2019 (both days inclusive). Transfers in the form of physical transfers / CDS Transaction IDs received in order at the Company's Share Registrar, Messrs **FAMCO** Associates (Pvt) Ltd, 8-F, Near Hotel Faran, Nursery, Block-6, P.E.C.H.S, Shakra-e-Faisal, Karachi, by close of business on 18<sup>th</sup> October 2019 will be treated in time to attend and vote at the meeting.

##### Participation in the Meeting

Only those persons, whose names appear in the register of members of the Company as on 18<sup>th</sup> October 2019, are entitled to attend, participate in, and vote at the forthcoming Annual General Meeting.

A member entitled to attend and vote may appoint another member as proxy to attend and vote on his/her behalf. Proxies must be received at the registered office of the Company not less than 48 hours before the time for holding the Meeting. A form of proxy has been uploaded on the Company's website [www.clover.com.pk](http://www.clover.com.pk).



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### **Transmission of Annual Financial Statements through Email:**

The Securities and Exchange Commission of Pakistan (SECP) through its Notification S.R.O. 787(1)/2014 dated 8<sup>th</sup> September 2014 has permitted companies to circulate Audited Financial Statements along with Notice of Annual General Meeting to its members through e-mail. Accordingly, members are hereby requested to convey their consent and e-mail address for receiving Audited Financial Statements and Notice through e-mail. In order to avail this facility a Standard Request Form is available at the Company's website [www.clover.com.pk](http://www.clover.com.pk), to be sent along with copy of his / her / its CNIC / Passport to the Company's Share Registrar.

Please note that giving email address for receiving of Annual Financial Statements instead of receiving the same by post is optional, in case you do not wish to avail this facility please ignore this notice.

### **Mandatory requirement of submission of CNIC**

The Securities & Exchange Commission of Pakistan (SECP) vide S.R.O.19(1)/2014 dated 10<sup>th</sup> January 2014 read with S.R.O 831(1)/2012 dated 5<sup>th</sup> July 2012 requires that the dividend warrant(s) should bear CNIC number of the registered member or the authorized person, except in case of minor(s) and corporate members. Accordingly, in case of non-receipt of the copy of a valid CNIC, the Company will be constrained to withhold transmission of dividends of such shareholders. The shareholders while sending a copy of their CNIC must quote their respective folio number and name of the Company.

### **Change of Address**

Members are requested to immediately notify the Company's Share Registrar, Messrs **FAMCO** Associates (Pvt) Ltd of any change in their registered address.

### **Guidelines for CDC Account Holders**

CDC account holders are required to comply with the following guidelines as laid down in Circular No.1 of 2000 dated 26<sup>th</sup> January 2000 issued by SECP:

#### **A. For Attending the Meeting**

- (i) In case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account and their registration details are uploaded as per CDC regulations, shall authenticate his / her identity by showing his / her original Computerized National Identity Card (CNIC) or original passport at the time of attending the meeting; and
- (ii) In case of corporate entities, 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 the meeting.



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### B. For Appointing Proxies

- (i) In case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account their registration details are uploaded as per the CDC regulations, shall submit the proxy form as per the above requirement;
- (ii) The proxy form shall be witnessed by two (2) persons whose names, addresses, and CNIC numbers shall be mentioned on the form;
- (iii) Attested copies of CNIC or the passport of beneficial owners and the proxy shall be furnished with the proxy form;
- (iv) The proxy shall produce his / her original CNIC or original passport at the time of the meeting; and
- (v) In case of corporate entities, the board of directors' resolution / power of attorney with specimen signature of the person nominated to represent 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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