



# Ittefaq Iron Industries Ltd.

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## ITTEFAQ IRON INDUSTRIES LIMITED

### NOTICE OF THE ANNUAL GENERAL MEETING

Notice is hereby given that the 14<sup>th</sup> Annual General Meeting of the members of ITTEFAQ IRON INDUSTRIES LIMITED will be held on Monday, November 25, 2019 at 12:00 noon at registered office, 40 B II, Gulberg-III, Lahore to transact the following business.

#### ORDINARY BUSINESS

1. To confirm the minutes of the last Annual General Meeting held on Thursday, October 25, 2018.
2. To receive, consider and adopt the audited financial statements of the Company for the year ended June 30, 2019 together with the Directors and Auditors Report thereon.
3. To appoint Auditors for the year ending June 30, 2020 and to fix their remuneration. The present auditor M/s. Kamran & Co., Chartered Accountants, the retiring auditors, who being eligible, have offered themselves for re-appointment.
4. Any other Business with the permission of the Chairman.

BY ORDER OF THE BOARD

A handwritten signature in blue ink, appearing to read "M. Shahzad", with a long horizontal stroke extending to the right.

Muhammad Shahzad Bazmi

Company Secretary.

Lahore:

Nov,4 2019

## **NOTES:**

### **1. Book closure**

Share transfer books of the Company will remain closed from November 18, 2019 to November 25, 2019(both days inclusive). Physical transfers/ CDS transaction IDs received in order by the Company's Share Registrar, M/s. Corplink(Pvt.) Limited Wings Arcade,1-K, Commercial, Model Town, Lahore, up to the close of business on November 17, 2019 will be treated in time.

2. The individual members or representatives of corporate members of the Company in CDC must bring original National Identity Card or Passport, CDC Account and Participant ID Numbers to prove identity and verification at the time of Meeting. CDC account holders will further have to follow the under-mentioned guidelines as laid down in Circular No.1 dated January 26, 2000 issued by the Securities and Exchange Commission of Pakistan.

#### **a) For Attending AGM**

.In case of individuals, the account holder or sub-account holder whose securities and registration details are uploaded as per the Regulations, shall produce proof of his/her identity by showing original Computerized National Identity Card(CNIC), at the time of the meeting.

.In case of corporate entity , the Board of Directors, resolution/power of attorney with the specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of the meeting.

#### **b) For Appointing Proxy**

A member entitled to attend and vote at the above meeting may appoint a person/representative as Proxy to attend and vote on his behalf at the Meeting. The instrument of Proxy duly executed in accordance with the Articles of Association of the Company must be received at the Registered Office of the Company not less than 48 hours before the time of holding the meeting. Form of Proxy is available at Company Website.

### **c) For Zakat**

Members are requested to submit declaration (CZ-50 ) as per Zakat &Ushr Ordinance, 1980, for Zakat exemption and advise change in address, if any.

### **3-CIRCULATION OF NOTICE OF MEETING & ANNUAL ACCOUNTS**

With reference to SRO 787 (I/2014 dated 8<sup>th</sup> September, 2014) issued by SECP, shareholders have an option to receive Annual Audited Financial Statements and Notice of Annual General Meeting through email. Shareholders of the Company are requested to give their consent on prescribed format to our Share Registrar, M/s Corplink(Pvt.) Limited Wings Arcade,1-K Commercial, Model Town, Lahore, to update our record if they wish to receive Annual Audited Financial Statement and Notice of Annual General Meeting through email. However, if a shareholder, in addition, requests for a hard copy of the Audited Financial Statements, the same shall be provided free of cost within Seven (07) Days of receipt of such request.

### **4-Video conferencing facility**

Pursuant to provisions of SECP Circular No.10 of 2014 dated May 21,2014, if the Company receives consent from members holding aggregate 10% or more shareholding, residing in geographical location to participate in the meeting through video conference at least 10 days prior to the date of meeting, the Company will arrange video conference facility in that city.

### **5-Unclaimed shares / dividend**

Pursuant to section 244 of the of the Companies Act, 2017 any shares issued or dividend declared by the Company, which remain unclaimed or unpaid for a period of three years from the date it become due and payable shall vest with the Federal Government after compliance of procedures prescribed under the Companies Act, 2017 and related regulations. Accordingly, members are requested to promptly deposit their dividend warrants after re-validation, if already available with them. Incase dividend warrants or share certificate have not been received, please contact us at our registered office address.

#### **6- Placement of financial statements**

The Company has placed the Audited Annual Financial Statements for the year ended June 30, 2019 along with Director and Auditor s Report hereon on its website: [www.ittefaqsteel.com](http://www.ittefaqsteel.com). Or scan QR Code.

#### **7-Change of Address**

Members requested to notify any changes in their mailing addresses to the Company's Share Registrar as soon as possible.

#### **8-Conatct us**

For any query/information, the shareholders may contact corporate affairs department, 042-35765029, email address or Company's Share Registrars, M/s Corplink (Pvt.) Limited, Wings Arcade,1-K Commercial, Model Town, Lahore. Phone:042-35916714, 042-35916719. Email:corplink@gmail.com

**MUHAMMAD SHAHZAD BAZMI**

**COMPANY SECRETARY**

***Dated : November 04, 2019.***