

## **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the fourteenth (14<sup>th</sup>) Annual General Meeting of MCB-Arif Habib Savings and Investments Limited will be held on Thursday, October 23, 2014 at 3:00 p.m. at Jasmine Hall, Beach Luxury Hotel, Moulvi Tamizuddin Khan Road, Karachi – Pakistan to transact the following business:

### **Ordinary Business:**

1. To confirm the minutes of the last Extraordinary General Meeting held on February 07, 2014.
2. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended June 30, 2014 together with Directors' and Auditors' Reports thereon.
3. To consider and approve final cash dividend of 15% i.e. Rs. 1.50/- per ordinary share of Rs. 10/- each as recommended by the Board of Directors. This is in addition to the interim cash dividend of 12.50% i.e. Rs. 1.25 per ordinary share of Rs. 10/- each already paid to the shareholders during the year, thus making a total cash dividend of 27.50% i.e. Rs. 2.75 per ordinary share of Rs. 10/- each for the year ended June 30, 2014.
4. To appoint external auditors of the Company for the year ending June 30, 2015 and fix their remuneration. The Board of Directors, on the recommendation of Audit Committee of the Company, has proposed the re-appointment of M/s A. F. Ferguson & Co. Chartered Accountants as external auditors, for the year ending June 30, 2015.
5. To transact any other business with the permission of the Chair.

**By Order of the Board**

September 19, 2014  
Karachi

**Muhammad Saqib Saleem**  
**Company Secretary**

## Notes:

1. The Share Transfer Books of the Company will remain closed from Friday, October 17, 2014 to Thursday, October 23, 2014 (both days inclusive). Transfers received in order at the office of our Share Registrar M/s. Central Depository Company of Pakistan Limited, CDC House, Block B, SMCHS, Main Shahrah-e-Faisal, Karachi – 74400, by the close of business (5:00 p.m) on Thursday, October 16, 2014, will be considered in time for the determination of the entitlement of the shareholders to final cash dividend and to attend and vote at the meeting.
2. A member entitled to attend, speak and vote at the Annual General Meeting is entitled to appoint another person as his/her proxy to attend, speak and vote for his/her behalf. A proxy need not be a member of the Company. A proxy shall also have the right to demand and join in demanding a poll and vote on a poll.
3. The instrument appointing proxy, together with the power of attorney or other authority under which it is signed, as the case may be, or a notarially certified copy of the power or authority, must be deposited at the Registered Office of the Company at least 48 hours before the time of the meeting. Form of Proxy is enclosed.
4. Beneficial owners of the physical shares and the shares registered in the name of Central Depository Company of Pakistan Ltd. (CDC) and / or their proxies are required to produce their **original Computerized National Identity Card (CNIC) or Passport for identification purpose at the time of attending the meeting.**
5. Members are requested to submit copies of their CNICs and notify any change in their addresses immediately to the Share Registrar M/s. Central Depository Company of Pakistan Limited.
6. SECP vide SRO No. 831(1)/2012 dated July 05, 2012 directed the companies to issue dividend warrant only crossed as “A/c Payee only” and should bear the Computerised National Identity Card (CNIC) of the registered member. Members, who have not yet submitted photocopy of their valid CNIC are requested to send the same at the earliest directly to the Company’s Share Registrar.
7. Dividend Mandate Forms are available at the Registered Office of the Company. Members are encouraged to provide, duly filled in dividend mandate form, to receive the cash dividend declared by the Company, if any, directly into their bank account through e-dividend payment mechanism, as advised by the Securities and Exchange Commission of Pakistan vide its communication reference No. 8(4)SM/CDC2008 dated April 05, 2013. The members who wish to avail e-Dividend payment facility shall not receive the dividend warrant. Members not providing dividend mandate shall continue to be paid through the dividend warrants.
8. All members of the Company are hereby informed that pursuant to the Finance Act, 2014, effective July 01, 2014, the rates of deduction of income tax under Section 150 of the Income Tax Ordinance, 2001, from payment of dividend to **NON-FILER** of income tax return is prescribed as 15% and for **FILER** of Tax Returns it is 10%. List of Filers is available at Federal Board of Revenue’s (FBR) website: <http://www.fbr.gov.pk>.

All the members of the Company are therefore advised to update their tax status as below, duly

signed, so as to reach latest October 16, 2014 to the Company's shares registrar, M/s. Central Depository Company of Pakistan Limited, CDC House, Block B, SMCHS, Main Shahrah-e-Faisal, Karachi – 74400.

| Folio/CDC<br>A/c No. | Name | National Tax<br>Number | CNIC Number for<br>individuals | Income tax return<br>for the tax year<br>2013 has been filed<br>(Yes/No) |
|----------------------|------|------------------------|--------------------------------|--|
|                      |      |                        |                                |  |

The information received within the above specified time would enable us to deduct income tax at the applicable rates from the payment of dividend if announced by the Company on October 23, 2014.

9. The financial statements for the year ended June 30, 2014 and reports have been placed on the Company's website: [www.mcbah.com](http://www.mcbah.com).