



NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 16th Annual General Meeting of the members of Safe Mix Concrete Limited will be held via video link on Thursday, October 28, 2021 at 09:30 a.m. to transact the following business:

ORDINARY BUSINESS

1. To confirm the minutes of last Annual General Meeting held on October 26, 2020.
2. To receive, consider and adopt the Audited Financial statements of the Company for the year ended 30th June 2021 together with the Directors' and Auditors' reports thereon.
3. To appoint Auditors for the financial year ending June 30, 2022 and to fix their remuneration. The Audit Committee and Board of Directors have recommended M/s Rahman Sarfaraz Rahim Iqbal Rafiq Chartered Accountants for appointing as external auditors of the Company for the year ended June 30, 2022.

ANY OTHER BUSINESS

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

Karachi, October 07, 2021

By order of the Board

A handwritten signature in black ink, appearing to read "Muneer Rasheed Gader", with a horizontal line underneath.

Muneer Rasheed Gader
Company Secretary

Notes:

1. Share transfer books of the Company will remain closed from October 21, 2021 to October 28, 2021 (both days inclusive). Transfers received in order at the office of the company's share registrar, M/s THK Associated (Private) Limited, Plot No 32-C Jami Commercial Street 2, D.H.A Phase VII, Karachi 75500, and e-mail sfc@thk.com.pk Pakistan up to the close of business on October 20, 2021 will be considered in time for determination of entitlement of shareholders to attend and vote at the meeting.
2. A member entitled to attend and vote at this meeting may appoint another member as his/her proxy to attend the meeting and vote for him/her. Proxy form is enclosed with the



Annual report. A proxy must be a member of the Company. Proxies, in order to be effective, must be received at the Registered Office of the Company, duly stamped, signed and witnessed, not less than 48 (forty eight) hours before the meeting.

3. Financial Statements for the year ended June 30, 2021 will be available at the website of the Company www.safemixlimited.com twenty one days before the date of meeting.

Further, the Company is transmitting Annual Report for the year ended June 30, 2021 through email to those members whose email addresses are available with the Company and through CD/DVD to those members whose email addresses are not available with the Company. However, the members may request a hard copy of Annual Report free of cost and in this respect standard request form is available at the website of the Company www.safemixlimited.com for convenience of members.

4. Members are request to notify the change in their addresses, if any, immediately to the share registrar of the Company, M/s THK Associates (Pvt.) Limited, Plot No 32-C Jami Commercial Street 2, D.H.A Phase VII, Karachi 75500, Pakistan and e-mail sfc@thk.com.pk.

PARTICIPATION IN THE AGM PROCEEDINGS VIA THE VIDEO CONFERENCE FACILITY:

In the light of COVID-19 situation, the Securities and Exchange Commission of Pakistan (SECP), vide its Circulars has advised Companies do modify their usual planning for General Meetings for the safety and well-being of the shareholders and the public at large with minimum physical interaction. Accordingly, the AGM proceedings will be held via video link facility only.

Shareholders and proxies interested to participate in the meeting are requested to email their Name, Folio Number, Cell Number, CNIC / Passport Number and/or Board of Directors' resolution / power of attorney (in case of corporate shareholder) with subject **"Registration for Safe Mix Concrete Limited AGM"** along with valid copy of both sides of Computerized National Identity Card (CNIC) at agm@safemixlimited.com, video link and login credentials will be shared with only those members whose emails, containing all the required particulars, are received at least 48 hours before the time of AGM.

Shareholders can also provide their comments and questions for the agenda items of the AGM at the email address agm@safemixlimited.com.

FOR APPOINTING PROXIES:

- i. In case of individuals, the account holders and/or sub-account holder and their registration details are uploaded as per the CDC Regulations, shall submit the proxy form as per the above requirements.
- ii. The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.



- iii. Attested copies of CNIC or the passport of the beneficial owner and the proxy shall be furnished with the proxy form through email with subject "Registration for Safe mix Concrete Limited AGM" at agm@safemixlimited.com.
- iv. The proxy shall produce his/her original CNIC or original Passport at the time of meeting.
- v. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

NOTICE TO SHAREHOLDERS

Members are requested to notify/submit the following information/documents; in case of book entry securities in CDS to their respective participants/investor account services and in case of physical shares to the Registrar of the Company, at the address given herein above, by quoting their folio numbers and name of the Company, if not earlier notified/submitted:

- **Change in Address:** Change in their addresses, if any.
- **Submission of copy of CNIC/NTN:** Valid and legible copy of CNIC/Passport (in case of individual) and NTN Certificate (in case of corporate entity). Please note that CNIC number is mandatory for payment of cash dividend and in the absence of this information payment of dividend shall be withheld.
- **Dividend Mandate Information:** Dividend mandate information mentioning title of bank account, International Bank Account Number (IBAN), bank name, branch name, code and address towards direct transfer/credit of cash dividend in your accounts. Please note that all future dividends shall only be paid through online bank transfer as required under Section 242 of the Companies Act, 2017. For convenience, a Standard Request Form has also been made available on the Company's website www.safemixlimited.com.
- **Email Address:** Valid email addresses as pursuant to Section 223 of the Companies Act, 2017, the Company is allowed to send audited financial statements and reports to its members electronically. For convenience, a Standard Request Form has also been made available on the Company's website www.safemixlimited.com.