

# Notice of 37th Annual General Meeting

Notice is hereby given that the 37th Annual General Meeting of Al-Ghazi Tractors Limited (the Company) will be held on Monday, 15 June 2020 at 01:30 p.m. through video-conference facility to transact the following business:

## ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Financial Statements, the Chairman's Review Report, the Directors' Report and the Auditors' Report for the year ended 31 December 2019.
2. To appoint Auditors for the term ending at the conclusion of next annual general meeting and to fix their remuneration. The retiring Auditors M/s. A. F. Ferguson & Co. being eligible, have offered themselves for reappointment. The members are hereby notified that the audit committee and board of directors have recommended the name of retiring auditors M/s. A. F. Ferguson & Co. for re-appointment as auditors of the Company.

By Order of the Board



Muhammad Babar Khan  
Company Secretary  
Karachi, 21 May, 2020

## NOTES:

1. The share transfer books of the Company will remain closed from 09 June 2020 to 15 June 2020 (both days inclusive). Transfers received in order at our Share Registrar's office, M/s FAMCO Associates (Pvt.) Ltd. situated at 8-F Next to Hotel Faran, Nursery, Block 6, P.E.C.H.S, Shahrah-e-Faisal, Karachi, by the close of business on 08 June 2020 will be treated in time for the purpose of entitlement of the transferees to attend and vote at the meeting.
2. For attending the annual general meeting, members are required to email their name, folio number, valid email address and number of shares held in their name to [agm@alghazitractors.com](mailto:agm@alghazitractors.com) with subject of email stated as 'Registration for AGM of AGTL'.
3. Link for videoconference and related credentials will be shared only with those members/proxies whose emails containing all the required particulars are received at the given email address by or before 05:00 P.M. on 11 June 2020. The shareholders can also provide their comments and questions for the agenda items of the AGM on [agm@alghazitractors.com](mailto:agm@alghazitractors.com).
4. A member entitled to attend and vote may appoint a proxy to attend and vote on his/her behalf. No person shall act as a proxy (except for a corporation) unless he/she is entitled to be present and vote in his/her own right. Proxies, in order to be effective, must be received at the Registered Office of the Company duly stamped and signed not less than 48 hours before the time of the meeting. Proxies may also be appointed by emailing a scanned copy of signed form by the shareholder authorizing proxy along with email address of proxy and relevant details (as stated below) to [agm@alghazitractors.com](mailto:agm@alghazitractors.com).
5. CDC share holders or their proxies are requested to bring with them their Computerized National Identity Card or Passport along with the participants ID number and their Account Number at the time of attending the Annual General Meeting through video-conference in order to facilitate their identification. For CDC

shareholders, the representatives of corporate bodies should bring in video-conference attested copies of board of directors' resolution/powers of attorney and/or all such documents as are required under Circular No.1 dated 26 January 2000 issued by the Securities and Exchange Commission of Pakistan ("SECP") for the purpose.

6. Members (non-CDC) are requested to promptly communicate to the Share Registrar of the Company any change in their addresses. CDC shareholders should submit any change in their addresses to the CDC. The Individual Members who have not yet submitted photocopy of their valid CNIC and Corporate Entities who have not yet submitted their NTN are once again reminded to have these details updated with their respective CDS participants, in case of CDC account holders and to send the same at the earliest directly to the Company's Share registrar at the address given herein above, in case of physical shareholders. Please provide folio numbers with the copy of CNIC / NTN.
7. Shareholders who could not collect their previous dividend/shares are advised to contact our Share Registrar to claim their unclaimed dividend or shares, if any. The Unclaimed shares, Dividend which remain so unclaimed or unpaid for a period of three years from the date it is due and payable shall be dealt with in accordance with the requirements of the Companies Act.
8. The Form of Proxy in English and Urdu is attached in the Annual Report and should be witnessed by two persons whose names, addresses and CNIC Numbers should be mentioned on the forms. For CDC shareholders, attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form; and in case of corporate entity, the Board of Directors' resolution / power of attorney and attested copy of valid CNIC of the person nominated to represent and vote on behalf of the corporate entity, shall be submitted (unless provided earlier) along with proxy form to the Company. The Form of Proxy is also available on the Company's website.
9. The financial statements of the Company for the year ended 31 December 2019 along with reports have been placed on the website of the Company. The Annual Report for 2019 of the Company shall be electronically available on the PUCARS system of the Pakistan Stock Exchange Limited and the Company's website under section of Shareholders Information. Additionally, in the interest of shareholders, for those shareholders who had provided previously their valid email addresses, arrangement has been made to send our 2019 annual report to such shareholders through email; and for those shareholders who had not provided email addresses it has been arranged to courier a letter to them guiding them to access our 2019 annual report electronically.