NOTICE OF MEETING

Notice is hereby given that the General Meeting (Ordinary) of the shareholders of Rafhan Maize Products Co. Limited will be held on Friday, May 08, 2020 at 11:00 a.m. at the Company’s Head Office, Rakh Canal East Road, Faisalabad in the Name and Nature of Business.

To convene the 130th General Meeting (Ordinary) of the shareholders of the Company to be held on Friday, April 10, 2020 at Faisalabad.

To resolve, consider and adopt the Audited Financial Statements of the Company for the year ended December 31, 2019, together with the Directors’ and Auditor’s Reports thereon.

To declare final cash dividend @ 200% for the year ended December 31, 2019 as recommended by the Board of Directors.

To appoint auditors and fix their remuneration. The present auditors Messrs KPMG Taseer & Co. Chartered Accountants have been engaged for the current year on the recommendation of the Audit Committee.

To suspend the Share Transfer Books of the Company from 22nd May to 29th May, 2020.

NOTES:

1. The Share Transfer Books of the Company will remain closed from 22nd May to 29th May, 2020 (both days inclusive) and no transfer will be accepted for registration during the period.

2. A member entitled to attend, speak and vote at any meeting of the Company is entitled to appoint one or more proxies to attend and to speak and to vote for and on behalf of such member. A proxy need not be a member of the Company.

3. Physical shareholders are requested to notify change of address, if any, to the Company’s Shares Registrar immediately.

4. CDC shareholders receiving notice are advised to bring their original Consolidated National Identity Cards, Account and Participant IDs, for identification purpose, and to enclose a copy of their latest CNICs for future reference.

5. Due to current COVID-19 situation, the Securities and Exchange Commission of Pakistan (SEC/P) in terms ofCircular No.120 dated March 17, 2020 has advised Companies to modify their planning for general meetings for the safety and wellbeing of shareholders and at this juncture, considering the COVID-19 situation, the Company intends to convert the AGM to an electronic meeting. After adopting this resolution, if some shareholders do not receive the e-link and the password, they are requested to email the Company at corporate@rafhanmaize.com or contact the Company’s Secretory at their respective mailing addresses given at the end of this notice.

6. Members are advised to contact the Company in case of any query or to request shareholding details.

7. Members are requested to consolidate their attendance by submitting an electronic copy of their valid CNIC, if they do not possess electronic copy of their latest CNIC, at corporate@rafhanmaize.com.

8. Members are requested to provide their shareholding details at corporate@rafhanmaize.com in order to register their shareholding details on the electronic database of the Company.

9. Members are requested to provide their unique Folio numbers so that the Company will be able to assist them in consolidating their attendance through electronic means.

10. Members are requested to consolidate their attendance through video-link, email or any other means available to a member. Proxies in order to be effective must be received by the Company not later than 48 hours prior to the commencement of E AGM.

11. Due to current COVID-19 situation, the Securities and Exchange Commission of Pakistan has advised shareholders to adopt measures to reduce the number of people attending the AGM, or to appoint a representative to attend, speak and vote on behalf of the shareholder.

12. Members, therefore, are encouraged to attend the AGM through video-link in order to consolidate their attendance through electronic means.

13. The Company, furthermore, has made arrangements to ensure that all participants, including shareholders, can log in/party in the AGM through video link at the time of the AGM. For filers of income tax returns, the valid Folio Number and the unique Folio number are required to be provided in order to be able to vote.

14. Members are requested to log in/party in the AGM through video link at the time of the AGM and to duly sign along with copy of CNIC in the Share Transfer Register of the Company in case of physical shares. In case the shares are held in CDC, the form must be submitted to their respective shareholder’s broker/participant/CDC Account Services.

15. In case of receipt of the above information, the Company will be entitled to withdraw payment of dividends to such shareholders.


Annual Financial Statements of the Company for the financial year ended 31st December, 2019 have been placed at the Company’s office.

Securities & Exchange Commission of Pakistan (SEC/P) vide its SRO No.470(1)/2016 dated May 08, 2020, has advised companies to provide the members with the Annual Financial Statements of the Company for the financial year ended December 31, 2019 together with the Directors’ and Auditors’ Reports thereon. The Company hereby advises the members to visit the website www.rafhanmaize.com and send it to our Shares Registrar or Company Secretary at their respective mailing addresses given at the end of this notice.

17. Unclaimed Shares: Unpaid Dividend

In compliance with the provisions of Section 6(4) of the Companies Ordinance 1990, a Final Notice was given by the Company on March 30, 2020 for the declaration of Final Dividend. Members desiring to claim their shareholding in the Company’s unclaimed dividends are requested to submit their claims immediately.

Due to current COVID-19 situation, the Securities and Exchange Commission of Pakistan has advised shareholders to adopt measures to reduce the number of people attending the AGM, or to appoint a representative to attend, speak and vote on behalf of the shareholder.

The Company further advises shareholders to adopt measures to reduce the number of people attending the AGM, or to appoint a representative to attend, speak and vote on behalf of the shareholder.

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For filers of income tax returns:

For filers of income tax returns, the valid Folio Number and the unique Folio number are required to be provided in order to be able to vote.

For non-filers of income tax returns:

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