



SAIF POWER LIMITED

NOTICE OF 15th ANNUAL GENERAL MEETING

Notice is hereby given that the 15th Annual General Meeting (AGM) of Shareholder of Saif Power Limited ("the Company") will be held on 30 April, 2019, Tuesday at 11:00 A.M, at 3rd floor, Razia Sharif Plaza, Jinnah Avenue, Blue Area, and Islamabad, to transact the following business:

ORDINARY BUSINESS:

1. To confirm the minutes of Last Annual General Meeting held dated on 29 May, 2018.
2. To receive, consider and adopt the Audited Financial Statements of the Company (separate and consolidated) for the year ended December 31, 2018 together with Directors' and Auditors' reports thereon.
3. To consider and approve the final dividend Rs.1.3 per share i.e. 13% in addition to interim dividend of Rs. 1.65 per share i.e. 16.5 %, making total dividend Rs. 2.95 per share i.e. 29.5%, Rs. 1.65 per share already paid, as recommended by the Directors.
4. To appoint statutory auditors of the Company for the year ending December 31, 2019 and fix their remuneration. The Board of Directors have recommended the appointment of retiring auditors, M/s KPMG Taseer Hadi & co. Chartered Accountants, Islamabad, being eligible, have offered themselves for reappointment.
5. To transact any other business with the permission of Chair.

BY ORDER OF THE BOARD

s/d

Waseemullah
Company Secretary

Islamabad
April 09, 2019

Notes:

- i. Share Transfer Book of the Company will remain closed from April 24, 2019 to April 30, 2019 (Both days inclusive). Transfer received in order at the share Registrar's office by the close of business on April 23, 2019 will be treated in time for the purpose of payment of final dividend.
- ii. A member entitled to attend and vote at the Meeting may appoint another member as his /her proxy to attend and vote on his /her behalf. The instrument appointing the proxy duly completed must be received at the Company's Registered Office not later than 48 hours before the time of holding of the meeting.
- iii. CDC individual Account holders or Sub-account holders are required to bring with them their original Computerized National Identity Card (CNIC) / Original Passport along with participant's ID number and their account number in order to facilitate identification.
- iv. In case of Corporate entity, resolution of the Board of Directors/Power of attorney with specimen signature of nominees shall be produced (unless provided earlier) at the time of meeting.
- v. Members are requested to immediately notify the change in address, if any.

SPECIAL NOTES TO SHAREHOLDERS:

- vi. **Transmission of Annual Financial Statements through Email (optional):**
Shareholders who wish to receive the Annual Report through e-mail are requested to provide a duly completed annexed consent form to Company's Share Registrar, M/s THK Associates (Pvt) Ltd. 1st Floor, 40-C, Block-6, P.E.C.H.S Karachi. Form is also available at Company's website www.saifpower.com
- vii **Consent for video conference facility**
Members can also avail video conference facility under the provision of Section 134 of the Companies Act, 2017 to participate in AGM. The members must hold in aggregate 10% or more shareholding residing in that city and consent of shareholders must reach at the registered address of the Company at least 10 days prior to the Annual General Meeting in order to participate in the meeting through video conference.
- viii **Payment of Cash dividend electronically into the bank account**
Under proviso to Section 242 of the Companies Act-2017, listed companies are required to pay cash dividends only through electronically mode directly into the bank accounts. The shareholders are requested to submit their information, to their investor account services or their brokers where shares are placed electronically. Physical holding, the shareholders are requested to submit their information to the Company's Shares Registrar as appended below:

THK ASSOCIATES (PVT) LIMITED
1st Floor, 40-C, Block-6, P.E.C.H.S, KARACHI-75400
UAN: +92-21-111-000-322 Direct: +92-21-34168270 Fax: +92-21-34168271 Email: sfc@thk.com.pk

Information for cash dividend electronically into bank account

I Mr./Ms./Mrs. _____ S/o, D/o, w/o, _____ hereby authorizes Saif Power Limited to directly credit cash dividends into following bank account:

- Title of Bank Account
- International Bank Account Number (IBNR)
- Bank's Name
- Branch Name and address

It is stated that the above particulars given by me are correct to the best of my knowledge and I shall keep the Company/ Share Registrar informed in case of any changes in the said particulars in future.

Signature of the shareholder

IX Unclaimed Dividend

Shareholders who could not collect their dividend are advised to contact our Share Registrar to collect their unclaimed dividend, if any.

Contact information

For any query/problem/information, the investors may contact the company/or share registrar at the following:

Company Secretary
Waseemullah@saifgroup.com
051-2271381-83

Share Registrar
THK Associates (Pvt) Ltd
UAN: +92-21-111-000-322
Email: sfc@thk.com.pk