

# Engro Fertilizers Limited

## Notice of Meeting

**NOTICE IS HEREBY GIVEN** that the Eight Annual General Meeting of Engro Fertilizers Limited will be held at Karachi Marriott Hotel, Abdullah Haroon Road, Karachi on Thursday, March 30, 2017 at 10 a.m. to transact the following business:

**A. ORDINARY BUSINESS**

1. To receive and consider the Audited Accounts for the year ended December 31, 2016 and the Directors' and Auditors' Reports thereon.
2. To declare a final dividend at the rate of PKR 2.50 (25%) for the year ended December 31, 2016.
3. To appoint Auditors and fix their remuneration.

**B. SPECIAL BUSINESS**

4. To consider, and if thought fit, to pass the following resolution as Special Resolution:

**"RESOLVED** that the Company may circulate the annual balance sheet and profit and loss account, auditor's report, directors report etc. to its members through CD/DVD/USB instead of in hardcopy at their registered addresses".

A statement under Section 160 of the Companies Ordinance, 1984 setting forth all material facts concerning the Resolution contained in Item 4 of the Notice which will be considered for adoption at the Meeting will be annexed to this Notice of Meeting being sent to Members.

**N.B.**

1. The Share Transfer Books of the Company will be closed from Tuesday, March 21, 2017 to Thursday, March 30, 2017 (both days inclusive). Transfers received in order at the office of our Registrar, M/s. FAMCO ASSOCIATES (PVT.) LTD, 8-F, next to Hotel Faran, Nursery, Block 8, PECHS, Shahr-e-Faisal, Karachi (PABX Nos: (92-21) 34380101-5) and email info.shares@famco.com.pk by the close of business (5:00 p.m) on Monday, March 20, 2017 will be treated to have been in time for the purposes of payment of final dividend to the transferees and to attend and vote at the meeting.
2. A member entitled to attend and vote at this Meeting shall be entitled to appoint another person, as his/her proxy to attend, speak and vote instead of him/her, and a proxy so appointed shall have such rights, as respects attending, speaking and voting at the Meeting as are available to a member. Proxies, in order to be effective, must be received by the Company not less than 48 hours before the Meeting. A proxy need not be a member of the Company.

**3. SUBMISSION OF COPY OF CNIC/NTN DETAILS (MANDATORY)**

Pursuant to the directives of the Securities and Exchange Commission of Pakistan CNIC number of individuals is mandatorily required to be mentioned on dividend warrants and pursuant to the provisions of Finance Act 2015, the rate of deduction of income tax under section 150 of the Income Tax Ordinance 2001 from dividend payment have been revised as: for filers of Income Tax return 12.5% and Non filer of Income Tax return 20%. In case of joint account, each holder is to be treated individually as either a filer or non-filer and tax will be deducted on the basis of shareholding of each joint holder as may be notified by the shareholder, in writing as follows, to our Share Registrars, or if no notification, each joint holder shall be assumed to have an equal number of shares.

Company Name	Folio/CDS Account No.	Total Shares	Principal	Shareholder	Joint	Shareholder
			Name & CNIC No.	Shareholding Proportion No. of shares	Name & CNIC No.	Shareholding Proportion No. of shares

The CNIC number/NTN details is now mandatory and is required for checking the tax status as per the Active Taxpayers List (ATL) issued by Federal Board of Revenue (FBR) from time to time.

Individuals including all joint holders holding physical share certificates are therefore requested to submit a copy of their valid CNIC to the company or its Registrar if not already provided. For shareholders other than individuals, the checking will be done by matching the NTN number, therefore the Corporate shareholders having CDC accounts are requested in their own interest to provide a copy of NTN certificate to check their names in the ATL before the book closure date to their respective participants/CDC, whereas corporate shareholders holding physical share certificates should send a copy of their NTN certificate to the Company or its Share Registrar. The Shareholders while sending CNIC or NTN certificates, as the case may be must quote their respective folio numbers.

In case of non-receipt of the copy of a valid CNIC, the Company would be unable to comply with SRO 831(1)/2012 dated July 06 2012 of SECP and therefore will be constrained under SECP Order dated July 06, 2015 under section 261(2) of the Companies Ordinance, 1984 to withhold the dispatch of dividend warrants of such shareholders. Further, all the shareholders are advised to immediately check their status on ATL and may, if required take necessary action for inclusion of their name in the ATL. The Company as per the new Law, shall apply 20% rate of withholding tax if the shareholder's name, with relevant details, does not appear on the ATL, available on the FBR website on the first day of book closure and deposit the same in the Government Treasury as this has to be done within the prescribed time.

Withholding Tax exemption from the dividend income, shall only be allowed if copy of valid tax exemption certificate is made available to FAMCO Associates (Pvt.) Ltd., by the first day of Book Closure.

Karachi  
February 08, 2017.

By Order of the Board  
**FAIZ CHAPRA**  
Company Secretary



