

NOTICE OF ANNUAL GENERAL MEETING



Notice is hereby given that the 32nd Annual General Meeting of KHAIRPUR SUGAR MILLS LIMITED (the "Company") will be held at Khairpur House, 51/2/4, Khayaban-e-Janbaz (26th Street) D.H.A., Phase-V Ext., Karachi on **January 28, 2022 at 02:30 p.m.** to transact the following business:

Ordinary business

1. To confirm the minutes of Extra Ordinary General Meeting of the Company held on April 23, 2021
2. To review, consider and adopt the Annual Audited Financial Statements of the Company together-with the Directors' and Auditors' Reports thereon and the Chairperson's Review Report for the year ended September 30, 2021
3. To appoint Auditors of the Company for the next financial year ending September 30, 2022 and fix their remuneration. The Audit Committee of the Board has recommended the retiring auditors – M/s Reanda Haroon Zakaria & Company, Chartered Accountants retire and being eligible, offer themselves for re-appointment as Auditors of the Company.
4. To transact any other business as may be placed before the meeting with the permission of the Chair.

Karachi: January 02, 2022

By order of the Board
(Shoaib ul Haque)
Company Secretary

Notes

- a) The share transfer book of the Company shall remain closed with effect from January 21, 2022 to January 28, 2022 (both days inclusive). Transfer received at the office of Company's Shares Registrar – M/s C&K Management Associates (Private) Limited, 404-Trade Tower, Abdullah Haroon Road, Near Metropole Hotel, Karachi Phone 021-35687839 & 35685930 at close of business on January 21, 2022 will be considered in time to attend and vote at the meeting and for the purpose of any entitlement to the transferees.
- b) A member eligible to attend and vote at this meeting may appoint another member as his/her proxy to attend and vote instead of his/her proxy, in order to be effective must reach the Company Registered Office not less than 48 hours before the time of the meeting during working hours.
- c) The shareholders are advised to notify the Registrar of any change in their address.
- d) Pursuant to the directives given by the Securities and Exchange Commission of Pakistan through its SRO 787(1)/2014 dated September 08, 2014, shareholders have option to receive Annual Audited Financial Statements and Notice of Annual General Meeting through email. Shareholders of the company are requested to give their consent to the Company's Registered/Head Office to update our record if they wish to receive Annual Financial Statements and notice of Annual General Meeting through email. However, if shareholder, in addition, request for hard copy of audited Financial Statements, the same shall be provided free of cost within seven (7) working days of receipt of such request.
- e) The audited financial statements of the Company for the year ended September 30, 2021 have been made available on the Company's website www.khairpursugar.com.pk, in addition to annual and quarterly financial statements for the prior years. Printed copy of above referred statements can be provided to members upon request.

Submission of copies of CNIC/SNIC/NTN (Mandatory)

Pursuant to the directives of Securities and Exchange Commission of Pakistan (SECP), it is hereby informed that the individual members who have not yet submitted photocopy of their valid CNIC/SNIC (if not already provided) are once again advised to send the same at their earliest to our Shares Registrar / Registered office of the Company. The Corporate entities are requested to provide their National Tax Number (NTN).

Guideline for CDC Holders

CDC Accounts holders will further have to follow the guidelines as laid down in Circular 1 dated January 26, 2000 issued by the Securities & Exchange Commission of Pakistan.

A) For attending the meeting

- In the case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account and their registration details are uploaded as per the CDC Regulations, shall authenticate their identity by showing their original CNIC (Computerized National Identity Card) or original Passport at the time of attending the meeting.
- In case of Corporation entities, the Board of Directors resolution/power of attorney with specimen signature of the nominee shall be produced at the time of the meeting (unless provided earlier).

B) For Appointing Proxies

- In case of individuals, the account holder or sub-account and/or the person whose securities are in group account and their registration details are uploaded as per the CDC Regulations shall submit the proxy form as per above mentioned requirements.
- The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- Attested copies of the CNIC or Passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- The proxy shall produce his/her original CNIC or original Passport at the time of the meeting.
- In case of Corporate Entities, the Board of Directors resolution/power of attorney with specimen signature(s) of the nominee shall be submitted (unless provided earlier) along-with the proxy form to Company.
- In pursuance to Circular No.10 of 2014 dated May 21, 2014, if the Company receives consent from Members holding in aggregate ten (10) percent or more shareholding residing at geographical location, to participate in the meeting through video conference at least seven (7) days prior to the date of the meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that city. The Company will intimate members regarding venue of video conference facility at least five (5) days before the meeting along with complete information necessary to enable them to access such facility. In order to avail this facility, please provide the following information to our Share Registrar:

I / We _____ of _____ being a member of KHAIRPUR SUGAR MILLS LIMITED, holder of _____ Ordinary Share(s) as per Register Folio No./CDC Account No. _____ hereby opt for video conference facility at _____.

Signature of Member