

## NOTICE OF ANNUAL REVIEW MEETING

Notice is hereby given to the certificate holders that Twenty Third (23<sup>rd</sup> 2<sup>nd</sup>) Annual Review Meeting of First Al-Noor Modaraba will be held on Thursday, October 27, 2022 at 03:45 p.m. at the Registered Office of the Company at 96-A, Sindhi Muslim Cooperative Housing Society, Karachi, physically and through Video Conference.

By order of the Board

**Roofi Abdul Razzak**  
Company Secretary

Karachi : September 19, 2022

### Notes:

1. The Share Transfer Book of the Modaraba will remain closed from Wednesday, October 26, 2022 to Tuesday, November 8, 2022 (both days inclusive) and no transfer will be accepted during this period. The transfers received in order at the office of the Share Registrar, M/s FAMCO Associates (Private) Limited, 8-F, Near Hotel Faran, Nursery, Block-6, P.E.C.H.S, Shakra-e-Faisal, Karachi by the close of business on October 25, 2022 will be considered in time for the purpose of determination of their respective entitlement(s), if any, and eligibility to attend the Annual Review Meeting.
2. In view of the prevailing pandemic COVID-19 situation and in line with the directions issued to listed companies by the Securities & Exchange Commission of Pakistan (SECP), vide its Circular No.4 of 2021 dated February 15, 2021 and subsequent Circular No.6 of 2021 dated March 03, 2021, the Company has decided to hold Annual Review Meeting (ARM) physically as well as electronic means.

Special arrangement for attending the ARM through electronic means will be as under:

- a. ARM will be held through Zoom application – a video link facility
- b. Certificate holders interested in attending the ARM through Zoom application are hereby requested to get themselves registered with the Company Secretary Office by sending an e-mail with subject: “Registration for First Al-Noor Modaraba ARM” at the earliest but not later than 4:00 p.m. on Tuesday, October 26, 2021 on E-mail: [company.secretary@fanm.co](mailto:company.secretary@fanm.co) along with a valid copy of both sides of CNIC, with complete name, Folio/CDC Account Number, Registered Email address and cell number.

Upon receipt of the above information from the interested certificate holders, the Modaraba will send the login credentials at their e-mail address. On the date of ARM, certificate holders will be able to login and participate in the ARM proceedings through their smartphones/computer devices.

3. Members holding shares in physical form are requested to promptly notify Shares Registrar of the Company of any change in their addresses. Shareholders maintaining their shares in electronic form should have their address updated with their participant or CDC Investor Accounts Service.
4. Pursuant to Notification vide SRO.787(1)/2014 of September 08, 2014, SECP has directed to facilitate the members of the company receiving Annual Financial Statements and Notices through electronic mail system (email). We are pleased to offer this facility to our members who desire to receive Annual

Financial Statements and Notices of the Modaraba through e-mail in future. In this respect members are hereby requested to convey their consent via e-mail at [company.secretary@fanm.co](mailto:company.secretary@fanm.co) on a standard request form which is available at the Modaraba website i.e. [www.fanm.co](http://www.fanm.co) mentioning "Electronic FS" in the subject line. Please ensure that your e-mail has sufficient rights and space available to receive such e-mail which may be larger than 1 MB file in size. Further, it is the responsibility of the member to timely update the Shares Registrar of any change in the registered e-mail address.

- Under the provisions of Section 242 of the Companies Act, 2017, it is mandatory for a listed Company to pay cash dividend to its certificate holders only through electronic mode directly into bank account designated by the entitled certificate holders.

In order to receive dividends directly into their bank account, certificate holders are requested to fill in Electronic Credit Mandate Form available on Modaraba's website and send it duly signed along with a copy of CNIC to the Shares Registrar of the Company M/s FAMCO Associates (Private) Limited, in case of physical certificates.

In case, certificates are held in CDC then Electronic Credit Mandate Form must be submitted directly to certificate holder's broker/participant/CDC account services. No further action is required if IBAN has already been incorporated/updated in the CDC account or physical folio of the certificate holder.

- As per Section 150 of the Income Tax Ordinance, 2001, withholding tax on dividend will be deducted for filers and non-filers of income at different rates as per directives. According to FBR, withholding tax in case of joint accounts will be determined separately based on the filer and non-filer status of the principal and joint shareholder(s) based on their holding proportions. Members who hold shares with jointly, are requested to provide the certificate holding proportions of the principal and joint holder(s) to the Company's Shares Registrar in writing as follows. In case required information is not provided, it will be assumed that the certificates are held in equal proportion by the principal and joint holders.

| Certificate holder name | Folio/CDS Account # | Total Shares | Principal shareholder |                    | Joint Shareholder |                    |
|-------------------------|---------------------|--------------|-----------------------|--------------------|-------------------|--------------------|
|                         |                     |              | Name and CNIC #       | Proportion (No. of | Name and CNIC #   | Proportion (No. of |
|                         |                     |              |                       |                    |                   |                    |
|                         |                     |              |                       |                    |                   |                    |
|                         |                     |              |                       |                    |                   |                    |

To enable the company to make tax deduction on the amount of cash dividend applicable on filers, all the certificate holders whose names are not entered into the Active Tax-payers (ATL) provided on the website of FBR, are advised to make sure that their names are entered in ATL.

- The valid exemption certificate is mandatory to claim exemption amount of withholding tax u/s 150 of the Income Tax Ordinance, 2001 (tax on dividend). The certificate holder(s) who fall in the above mentioned category and wish to avail exemption, must provide Valid Tax Exemption Certificate to our Share Registrars before book closure to avail tax exemption.
- In case of those certificate holders who are non-residents, are requested to please provide their respective details including residence status/country of residence with copy of their NICOP to Share Registrars or by email to [company.secretary@fanm.co](mailto:company.secretary@fanm.co) before book closure. In case of non availability of status in their respective portfolio, the respective tax on dividends would be applicable.
- Section 72 of the Companies Act, 2017 requires every company to replace its physical shares with book-entry form within the period to be notified by the SECP.

The certificate holders having physical holding are accordingly encourage to open their account with Investor Accounts Services of CDC or Sub Account with any of the brokers and convert their physical shares into scrip less form. . This will facilitate the shareholders in many ways, including safe custody and sale of shares, any time they want., as the trading of physical shares is not permitted as per existing regulations of the Pakistan Stock Exchange Limited.

10. Physical certificate holders are requested to notify any change in their addresses immediately and if applicable provide their non-deduction of Zakat Declaration Form to the Company's Shares Registrar.
11.
  - (i) In 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 Regulations or whose securities are in physical form, shall authenticate his/her identity by showing his/her original Computerized National identity Card (CNIC) or original passport at the time of attending the meeting.
  - (ii) In case of corporate entity, the Board of Directors' resolution / power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of meeting.