



SHABBR TILES AND CERAMICS LIMITED

15th Milestone, National Highway, Landhi,
Karachi-75120, Phone: (021) 35015024-25

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the Thirty Ninth Annual General Meeting of Shabbir Tiles and Ceramics Limited will be held at the auditorium of Institute of Chartered Accountants of Pakistan (ICAP), Near Three Swords, Clifton, Karachi, on Monday, October 9, 2017 at 11:00 a.m. to transact the following business:

ORDINARY BUSINESS

1. To confirm the minutes of the last Annual General Meeting held on September 29, 2016.
2. To receive, consider and adopt the audited accounts of the Company for the year ended June 30, 2017 along with the Chairman's Review Report, Directors Report and the Auditors report thereon.
3. To appoint auditors for the year ending June 30, 2018 and to fix their remuneration. The present auditors - Messrs EY Ford Rhodes, Chartered Accountants, being eligible offer themselves for reappointment.

Karachi.
September 18, 2017

By order of the Board

OVAIS JAMANI
Company Secretary

NOTES:

1. The share transfer books of the Company will remain closed from October 3, 2017 to October 9, 2017 (both days inclusive). Transfers received in order at the office of the Company's Share Registrar M/s. Central Depository Company Limited, CDC House, 99-B, Block-B, S.M.C.H.S., Main Shahrah-e-Faisal, Karachi-74400 at the close of business on October 2, 2017 will be treated for the purpose of attendance at Annual General Meeting.
2. A member eligible to attend and vote at the meeting may appoint another member as his/her proxy to attend and vote on his/her behalf. Proxies to be effective must be received by the Company not less than 48 hours before the time for holding of the meeting.
3. The financial statements for the year ended June 30, 2017 shall be uploaded on Company's website on or before September 18, 2017.
4. **E-Voting**
 - a. Pursuant to SECP's Companies (E-Voting) Regulation, 2016, Members can also exercise their right to vote through e-voting by giving their consent in writing atleast 10 days before the date of the meeting to the Company on the appointment of Execution Officer by an Intermediary as Proxy.
 - b. A member entitled to attend and vote at the meeting may appoint another member and non-member as his/her proxy.
 - c. In order to be effective, the instructions/proxy forms must be received at the Company's registered office at Shabbir Tiles and Ceramics Limited, 15th Milestone, National Highway, Landhi Industrial Area, Karachi-75120, no later than 10 days before the meeting, duly signed and stamped and witnessed by two persons with their names, addresses, CNIC numbers and signatures.
 - d. In the case of individuals attested copies of CNIC or passport of the beneficial owners and the proxy shall be furnished with the proxy form.
 - e. In the case of proxy by a corporate entity, Board of Directors resolution/power of attorney and attested copy of the CNIC or passport of the proxy shall be submitted alongwith proxy form.

CDC Account Holders will further have to follow the under mentioned guidelines as laid down in Circular No. 1 dated January 26, 2000 issued by Securities & Exchange Commission of Pakistan.

A. For Attending the Meeting:

- (i) In case of individuals, the Account holders and sub-account holders whose registration details are uploaded as per the Regulations, 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 the meeting.

B. For Appointing Proxies:

- (i) In case of individuals, the Account holder and sub-account holder whose registration details are uploaded as per the Regulations, shall submit the proxy form as per above requirement.
- (ii) The proxy form shall be witnessed by two persons whose names, addresses and CNIC Numbers shall be mentioned on the form.
- (iii) Attested copies of CNIC or Passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- (iv) The proxy shall produce his/her original CNIC or original Passport at the time of the meeting.
- (v) In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be submitted (unless it has been provided earlier) alongwith proxy form to the Company.

Consent for Video Conference Facility:

Pursuant to SECP Circular No. 10 of 2014 dated May 21, 2014, if company receives consent from members holding aggregate 10% or more shareholding residing in geographical location to participate in the meeting through video conference at least 10 days prior to the date of Annual General Meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that city.

In order to vote through e-voting and avail video conference facility, please fill the requisite form and submit to Company within time frame mentioned in forms. The form is available on the Company website.