

# NOTICE OF 25<sup>th</sup> ANNUAL GENERAL MEETING

Notice is hereby given that 25<sup>th</sup> Annual General Meeting of Capital Assets Leasing Corporation Limited (the "Company") will be held on Saturday 27<sup>th</sup> October 2018 at 07:15 p.m. at the registered office of the Company, 14<sup>th</sup> Floor, Chapal Plaza, Hasrat Mohani Road, Karachi to transact the following business:

1. To confirm the minutes of the 9<sup>th</sup> Extra Ordinary General Meeting held on Saturday 24<sup>th</sup> June 2017.
2. To receive, consider and adopt the Audited Accounts of the Company for the year ended June 30<sup>th</sup>, 2017.
3. To appoint Auditors for the financial year ending June 30, 2018 and fix their remuneration. The present Auditors, M/s Baker Tilly Mehmood, Idrees, Qamar, Chartered Accountants, retire and being eligible, offer themselves for re-appointment.
4. To transact any other business with the permission of the chair.

**Karachi: October 5<sup>th</sup>, 2018**

**By the Order of the Board  
Shomaila Siddiqui  
Company Secretary**

## **Notes:**

1. The share transfer book of the Company will remain closed from 20<sup>th</sup> October 2018 to 27<sup>th</sup> October 2018 (both days inclusive). Transfers received in order by our Shares Registrar, F.D Registrar Services SMC (PVT) Limited, 17<sup>th</sup> Floor, Saima Trade Tower-A, I.I Chundrigar Road, Karachi at the close of business on October 19, 2018 will be considered in time to attend and vote at the meeting.
2. Any member of the Company entitled to attend and vote at the Annual General Meeting may appoint another member as his / her proxy to attend and vote instead of him / her. Proxies must be received at the Registered Office of the Company, 14<sup>th</sup> Floor, Chapal Plaza, Hasrat Mohani Road, Karachi not later than 48 hours before the time of holding the meeting.
3. Members who have deposited their shares into Central Depository Company of Pakistan Limited must bring their original Computerized National Identity Card (CNIC) or Original Passport at the time of attending the meeting. If proxies are granted by such shareholders the same must be accompanied with attested copies of the CNIC or the Passport of the beneficial owners. Additionally, (i) The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form; (ii) Attested copies of CNIC or the passport of the proxy shall be furnished with the proxy form; and (iii) The proxy shall produce his/her original CNIC or original passport at the time of the Meeting.
4. In case of a corporate entity, the Board of Directors' resolution/power of attorney with specimen signatures of the nominee shall be produced (unless it has been provided earlier) at the time of the Meeting. If proxies are granted by such corporate shareholders the same must be accompanied with the Board of Directors' resolution/power of attorney with specimen signatures.
5. Members who have not yet submitted photocopy of their CNIC are requested to send the same to the share Registrar of the Company F.D Registrar Services (SMC-PVT) Limited, 17<sup>th</sup> Floor, Saima Trade Tower-A, I.I Chundrigar Road, Karachi at the earliest
6. Members are requested to immediately notify the Company of change in their addresses, if any.