

LEINER PAK GELATINE LIMITED.



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GELATINE AND ITS PRODUCTS

NOTICE OF 40TH ANNUAL GENERAL MEETING

Notice is hereby given that the 40th Annual General Meeting of LEINER PAK GELATINE LTD., will be held on Friday, the 27th October, 2023 at 10.00 A.M. at the Registered office of the Company, 17/G, Gulberg-2, Lahore-54660 to transact the following business :

1. Recitation from the Holy Quran.
2. To confirm the minutes of the Annual General Meeting held on Friday, 28th October, 2022.
3. To receive and adopt the Annual Accounts of the Company for the Year ended 30th June, 2023 together with Directors' and Auditors' Report thereon.
4. To appoint the Auditors of the Company for the year ending 30th June, 2024 and to fix their remuneration.

Special Business

5. To approve the circulation of the Annual Report (including the Audited Financial Statements, Auditor's Report, Directors' Report, and Chairman's Review Report to the Members of the Company through QR-enable Code and web link, in accordance with Section 223(6) of the Companies Act, 2017 read with S.R.O. 389(1)/2023 dated March 21, 2023.

“RESOLVED THAT the approval be and is hereby given to allow the company to circulate the annual audited financial statements to its members / shareholders through Quick Response (QR) enabled code and web link instead of through CD/DVD/USB, subject to the requirements of Notification No. S.R.O. 389(1)/2023 of Securities and Exchange Commission of Pakistan dated March 21, 2023”.

Statement as required under section 134(3) of the Companies Act, 2017 concerning the special business to be considered at the meeting is being sent to the shareholders with this notice.

BY ORDER OF THE BOARD,

**(IBRAR AHMED KHWAJA),
COMPANY SECRETARY.**

LAHORE:

DATED: 06th October, 2023.

NOTES:

1. The Share Transfer Books of the Company will remain closed from 21nd October, 2023 to 27th October, 2023 (both days inclusive). Shares may be lodged for transfer with our Registrar M/s CORPLINK (PVT) LTD., Wings Arcade, 1-K, Commercial, Model Town, Lahore. Phone Nos: 042-35839182, 35887262, 35916719 Fax No: 042-35869037.
2. The Shareholders are advised to notify the Registrar of any change in their address.
3. A member entitled to attend and vote at this meeting may appoint another member as proxy to attend and vote instead of him. The Proxy Form duly signed and stamped must be received at the Registered Office of the Company not less than 48 hours before the time of holding the meeting.

4. Any individual beneficial owner of the share in the Central Depository Company (CDC) entitled to vote at this meeting with him/her to prove him/her identity together with his/her Account number in CDC and in case of proxy, must enclose an attested copy of his/her CNIC. Representative of Corporate Members should bring the usual documents required for such purpose.
5. Pursuant to the directive of the Securities and Exchange Commission of Pakistan (SECP), CNIC numbers of shareholders are mandatory required on dividend warrants. Shareholders are therefore requested to submit a copy of their CNIC (if not already provided) to the Shares Registrar. 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 05, 2012 of SECP and therefore will be constrained under SECP order dated July 13, 2015 to withhold the dispatch of dividend warrants of such shareholders.
6. Shareholders, who by any reason, could not claim their dividend or bonus shares or did not collect their physical shares, are advised to contact our Share Registrar M/s Corplink (Pvt) Limited to collect / enquire about their unclaimed dividend or pending shares, if any.
7. As per section 72 of the Companies Act, 2017 every existing listed company shall be required to replace its physical shares with book-entry form in a manner as may be specified and from the date notified by the SECP. The shareholders having physical shareholding are therefore requested to open CDC sub-account with any of the brokers or investor account directly with CDC to place their physical shares into scrip less form.
8. Members can also avail video conference facility, in this regard, please fill the following and submit to registered address of the Company 10 days before holding of the Annual General Meeting. If the Company received consent from members holding in aggregate 10% or more shareholding residing at a geographical location, to participate in the meeting through video conference at least 7 days prior date of the meeting, the Company will arrange video conference facility in the city subject to availability of such facility in that city.

“I/We, _____ of _____, being a member of Leiner Pak Gelatine limited, holder of _____ ordinary Share(s) as per Registered Folio No. _____ hereby opt for video conference facility at _____.”

9. Polling on Special Business:

The members are hereby notified that pursuant to Companies (Postal Ballot) Regulations, 2018 amended through Notification S.R.O. 2192(1)/2022 dated December 05, 2022, issued by the Securities and Exchange Commission of Pakistan (“SECP”), wherein, SECP has directed all the listed companies to provide the right to vote through electronic voting facility and voting by post to the members on all business classified as special business. Accordingly, members of Leiner Pak Gelatine Limited (the “Company”) will be allowed to exercise their right to vote through the electronic voting facility or voting, by post for the special business in its forthcoming AGM to be held on Friday October 27, 2023 at 10:00 AM, in accordance with the requirements and subject to the conditions contained in the aforesaid Regulations.

10. Procedure for E-Voting:

- Details of the e-voting facility will be shared through an e-mail with those members of the Company who have their valid CNIC numbers, cell numbers, and e-mail addresses available in the register of members of the Company by the close of business on October 20, 2023 by Corplink (Private) Limited, the e-voting service provider.
- The identity of the members intending to cast a vote through e-voting shall be authenticated through electronic signature or authentication for login.
- E-voting lines will start on October 24, 2023, at 10:00 PM and shall close on October 26, 2023 at 05:00 PM. Members can cast their votes at any time during this period. Once a member casts the vote on a resolution, he / she shall not be allowed to change it subsequently.

11. Procedure for Voting Through Postal Ballot

The members shall ensure that duly filled and signed ballot paper along with a copy of the Computerized National Identity Card (CNIC) should reach the chairman of the meeting through post on the company's registered address, 17-G, Gulberg-2, Lahore, or email at info@leinerpakgelatine.com one day before the Annual General Meeting on October 27, 2023. The signature on the ballot paper shall match the signature on CNIC.

For the convenience of the members, ballot paper is annexed to this notice, and the same is also available on the company's website at www.leinerpakgelatine.com for download.

STATEMENTS AS REQUIRED UNDER SECTION 134(3) OF THE COMPANIES ACT, 2017 IN RESPECT OF THE SPECIAL BUSINESS

Agenda item 5- Approval of circulation of the Annual Audited Accounts of the company to its members / shareholders through Quick Response (QR) enabled code and web link.

Securities and Exchange Commission of Pakistan (SECP), through its Notification No. S.R.O. 389(1)/2023, dated March 21, 2023, has allowed the companies to circulate the Annual Audited Financial Statements to its Members / Shareholders through Quick Response (QR) enabled code and web link instead of CD/DVD/USB. The notice of the meeting shall be dispatched to Members as per requirements of the Companies Act, 2017 on their Registered Address, containing the QR Code and the web link address to view and download the Annual Audited Financial Statements together with the Reports and documents required to be annexed thereto under the companies Act, 2017.

It is considered to adopt advance technology instead of obsolete technology of CD/DVD/USB for circulation of annual financial statements. Members' approval is being sought for the circulation of the Annual Report (including Annual Audited Financial Statements and other reports contained therein) to the members of the Company through QR enabled code and web link following S.R.O. 389(1)/2023 dated March 21, 2023.

The notice of the meeting shall be dispatched to members a per requirements of the Act, on their registered address, containing the QR code and the web link address, to view and download the annual audited financial statements together with the reports and documents required to be annexed thereto under the Act. The Company shall circulate the annual audited financial statements along with the Auditors' Report, Directors' Report and Chairman's Review Report etc, through email in case the Email address has been provided by the member to the Company and the consent of the member to receive the copies through Email is not required. The Company shall send the complete financial statements with relevant documents in hard copy to the shareholders, at their registered addresses,

free of cost, within one week if the member request on the Standard Request Form available on the Company's Website.

LEINER PAK GELATINE LIMITED
BALLOT PAPER FOR VOTING THROUGH POST

For poll at the Annual General Meeting of Leiner Pak Gelatine Limited to be held on Friday October 27, 2023 at 17-G, Gulberg-2, Lahore. Designated and email address of the Chairman at which the duly filled in ballot paper may be sent at info@leinerpakgelatine.com

Name of shareholder / joint shareholders	
Registered Address	
Folio No. / CDC Participant / Investor ID with sub-account No.	
Number of shares held	
CNIC , NICOP / Passport No. (in case of foreigner) (Copy to be attached)	
<u>Additional Information and enclosures</u> (in case of representative of body corporate, corporation and Federal Government)	
Name of Authorized Signatory:	
CNIC , NICOP / Passport No. (in case of foreigner) of Authorised Signatory (Copy to be attached)	

I / we hereby exercise my/our vote in respect of the following resolutions through postal ballot by conveying my/our assent or dissent to the following resolution by placing tick (✓) mark in the relevant box below or may write "Approved" or "Disapproved"

Special Resolutions
"RESOLVED THAT" the approval be and is hereby given to allow the company to circulate the annual audited financial statements to its members / shareholders through Quick Response (QR) enabled code and web link instead of through CD/DVD/USB, subject to the requirements of Notification No. S.R.O. 389(1)/2023 of Securities and Exchange Commission of Pakistan dated March 21, 2023.

Sr. No.	Nature and Description of resolutions	No. of ordinary shares for which votes cast	I/We assent to the Resolutions (FOR)	I/we dissent to the Resolutions (AGAINST)
1	Special resolution as per Agenda # 5			

Signature of shareholder(s)
Place & Date

NOTES:

- Duly filled postal ballot should be sent to chairman of Leiner Pak Gelatine Limited at 17-G, Gulberg-2, Lahore or through e-mail at info@leinerpakgelatine.com.
- Copy of CNIC, NICOP/Passport No. (in case of foreigner) should be enclosed with the postal ballot form.
- Postal ballot forms should reach chairman of the meeting till 05:00 PM October 26, 2023. Any postal ballot received after this date, will not be considered for voting.
- Signature on postal ballot should match with signature on CNIC, NICOP / Passport (in case of foreigner).
- Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written ballot paper will be rejected.