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GELATINE AND ITS PRODUCTS**

LEINER PAK GELATINE LIMITED

NOTICE OF EXTRA ORDINARY GENERAL MEETING

Notice is hereby given that an Extra Ordinary General Meeting of **LEINER PAK GELATINE LIMITED**, will be held at its Registered Office, **17/G, Gulberg-2, Lahore-54660**, on Friday 18th January, 2019 at 10.00 a.m. to transact the following business:

ORDINARY BUSINESS:

- 1- Recitation from the Holy Qur'aan.
- 2- To confirm the minutes of The Annual General Meeting of the Company held on 26th October, 2018.
- 3- To elect seven Directors of the Company as fixed by the Board, for a period of three years commencing from 18th January, 2019 in accordance with the provisions of the Section 159(1) of the Companies Act, 2017.
The following are retiring Directors who shall be eligible for re-election:

1-Khwaja Imtiaz Ahmed	2-Ijaz Ahmed Khwaja
3-Ibrar Ahmed Khwaja	4-Umar Riaz Khwaja
5-Ahmed Ali Riaz	6-Mian Zia ud Din
7-Ayesha Ahmed	
- 4- To transact any other business with the permission of the Chair.

[IBRAR AHMED KHWAJA]
Company Secretary

LAHORE:

Dated : December 28, 2018.

NOTES:

- 1- The Share Transfer Books of the Company will remain closed from 12th January, 2019 to 18th January, 2019 (both days inclusive).
- 2- Only those members whose names appear in the register of members of the Company as on January 11, 2019 are entitled to attend and vote at the meeting.
- 3- Any person who seeks to contest an election to the office of Director shall, whether he/she is a retiring Director or otherwise, file with the Company at its Registered Office not later than fourteen (14) days before the date of the meeting, the following:
 - (a) A notice of his/her intention to offer himself/herself for election as a Director;
 - (b) A declaration (copy may be obtained from Registered Office) on the matters required by the Code of Corporate Governance;
 - (c) A consent on Form 28; and
 - (d) A copy of Computerized National Identity Card (CNIC).
- 4- A member entitled to attend and vote at the Meeting may appoint another member as his/her proxy to attend and vote in him/her. Proxies must be received at the Registered Office of the Company not less than 48 hours before the time of holding of meeting.
- 5- Members are requested to notify changes immediately, if any, in their registered address at M/S Corplink (Pvt) Limited, Wings Arcade, 1-K Commercial, Model Town, Lahore. The Registrar and share registration office of the Company.
- 6- Members who have not yet submitted photocopy of their Computerized National Identity Cards (C.N.I.C) to the Company are requested to send the same at the earliest .
- 7- CDC Account Holders will further have to follow the under-mentioned guidelines as laid down by the Securities and Exchange Commission of Pakistan.

For Attending the Meeting

- (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 Regulation, shall authenticate his/her identity by showing his / her original Computerized National Identity Cards (C.N.I.C) or Original Passport at the time of attending the Meeting.
- (ii) In case of corporate entity , the Board of Director's 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.

For Appointing Proxies:

- (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, shall submit the proxy form as per the 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 the 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) along with proxy form to the company.

Video Conference Facility:

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 Extra Ordinary General Meeting. If the Company receives 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 10 days prior to 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/ CDC No. _____ hereby opt for video conference facility at _____.”