

Ravi Textile Mills Limited

Notice of Annual General Meeting

Notice is hereby given that 34th Annual General Meeting of Shareholders of Ravi Textile Mills Limited will be held on Wednesday 28th October, 2020 at 09:00 a.m. at registered office of the company Bungalow No.120 Defence Officers Housing Scheme Sher Shah Road, Multan Cantt. Multan to transact the following business:-

1. To confirm the minutes of the preceding Annual General Meeting of the shareholders of the company held on 28th October, 2019.
2. To receive, consider and adopt the audited accounts of the company for the year ended June 30, 2020 together with Directors' and Auditors' reports thereon.
3. To appoint External Auditor for the next year ending June 30, 2021 and fix their remuneration. M/s Tariq Abdul Ghani Maqbool & Company, Chartered Accountants being eligible for appointment have offered themselves for re-appointment.
4. To transact any other matter with the permission of the chair.

By order of the Board

Multan:
05th October, 2020.

MUNSAF KHAN
Company Secretary

Notes:

1. The Members' Register will remain closed from 21st October, 2020 to 28th October 2020 (both days inclusive). Transfers received of the office of the company's Share Registrar M/s Hameed Majeed Associates (Pvt) Limited H.M. House, 7-Bank Square, Lahore by the close of business on 20th October 2020 will be entertained.
2. A Member eligible to attend and vote at this meeting may appoint another member as proxy to attend and vote in the meeting. Proxies in order to be effective must be received by the company at the registered office not later than 48 hours before the time for holding the meeting.
3. Under the Companies Act 2017 section 134 1(b) if members residing the vicinity, collectively holding 10% or more shareholding and prevailing current situation caused by COVID-19 pandemic disease, members can also attend and participate in the AGM through video-link facility, provide their consent in writing, to participate in the AGM through video-link at least seven day (07) days prior to date of AGM.
4. Shareholders are requested to immediately notify the change in address, if any. Members who have not submitted copy of valid CNIC are advised to submit the same without further delay to ensure compliance with the Securities and Exchange Commission of Pakistan (SECP) Notification S.R.O. 275(i) 2016 dated March 31, 2016.
5. CDC account holders will further have to follow the guidelines as laid down in circular No.1 dated January 26, 2000 issued by Securities and Exchange Commission of Pakistan.
6.
 - a. **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 Regulations, shall authenticate his/her identity by showing his 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 signatures 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 individual, 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 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 signatures shall be submitted (unless it has been provided earlier) along with proxy form to the company.
 - vi). The financial statements of the company for the year ended 30 June 2020 along with Auditors and Directors Report thereon have been placed on the company's website: www.ravitextile.com