



NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 31st Annual General Meeting of Pak Datacom Limited (the Company) will be held on Thursday, October 26, 2023 at 11:00 Hrs at Crystal Ball Room B, Marriott Hotel, Agha Khan Road, F – 5 / 1, Islamabad, and also through video link (Zoom Application), to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt/ approve the audited accounts of the Company for the year ended June 30, 2023 together with the Directors' and Auditors' Reports thereon.
2. To approve, as recommended by the Board of Directors, the payment of final cash dividend to the shareholders @ 90 % i.e. Rs. 9.00 per share for the year ended June 30, 2023.
3. To appoint auditors for the year ending June 30, 2024 and fix their remuneration. The retiring Auditors, M/s BDO Ebrahim & Co Chartered Accountants being eligible offer themselves for reappointment.
4. To transact such other business as may be placed before the meeting with the permission of the Chair.

Pak Datacom Limited, 3rd Floor,
Umar Plaza, Blue Area, Islamabad.
October 04, 2023



On behalf of the Board

Ali Saleem Rana
Company Secretary

NOTES:

1. **PARTICIPATION IN ANNUAL GENERAL MEETING (AGM) THROUGH ELECTRONIC MEANS:**
The shareholders intending to participate in the meeting via video link through Zoom are hereby requested to share following information with the Company Secretary Office (through e-mail at companysecretary@pakdatacom.com.pk not later than October 19, 2023. This is in compliance to the instructions issued by Securities Market Division of Securities Exchange Commission of Pakistan (SECP) dated December 15, 2021 (Ref: SMD/SE/2(20)/2021/117); **Required information:** Name, CNIC Number, Folio/CDC Account No., Mobile Phone Number and e-mail address of Shareholder.
2. **CLOSURE OF SHARE TRANSFER BOOKS:**
The Share Transfer Books of the Company will remain closed from October 19, 2023 to October 26, 2023 (both days inclusive). Transfers received in order at the Shares Registrar's Office of the Company by the close of business on October 18, 2023 will be treated in time for the purpose of payment of the final cash dividend.
3. **PARTICIPATION IN THE ANNUAL GENERAL MEETING:**
A member of the Company entitled to attend and vote at the General Meeting may appoint a



person/representative as proxy to attend and vote in place of member at the meeting. Proxies in order to be effective must be received at Company's registered office duly stamped and signed not later than 48 hours before the time of holding meeting. A member cannot appoint more than one proxy. Attested copy of shareholder's CNIC must be attached with the proxy form.

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 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 at the time of meeting.

b) 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 detail is uploaded as per the regulations, shall submit the proxy form as per the above requirement.
- ii. The proxy form shall be witnessed by the 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 to the Company along with proxy form.

4. CONFIRMATION OF "FILER" STATUS FOR INCOME TAX WITHHOLDING ON CASH DIVIDEND:

The rates of deduction of Income Tax, under section 150 of the Income Tax Ordinance, 2001, from dividend payments, are as follows:

a) Rate of tax deduction for filer of income tax returns	15%
b) Rate of tax deduction for non-filer of income tax returns	30%

In case of joint account, each holder is to be treated individually as either a filer or non-filer and tax will be deducted on the basis of shareholding of each joint holder as may be notified by the shareholder, in writing to the Company / Share Registrar. If no notification is received, each joint holder shall be assumed to have an equal number of shares.

The CNIC number / NTN detail is now mandatory and is required for checking the tax status as per the Active Taxpayers List (ATL) issued by the Federal Board of Revenue (FBR) from time to time. According to section 119 of the Companies Act, 2017 and Regulation 19 of the Companies (General Provisions and Forms) Regulations, 2018, all physical shareholders are advised to provide their mandatory information such as CNIC number, address, e-mail address, contact number, International Bank Account Number (IBAN), etc., to our Shares Registrar, CDC Share Registrar Services Limited (CDCSRL), CDC House, 99-B, Block B,

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S.M.C.H.S., Main Shakra-e-Faisal, Karachi – 74400. Tel: (92-21) 111-111-500 immediately to avoid any non-compliance of law or any inconvenience.

5. PAYMENT OF DIVIDEND THROUGH BANK ACCOUNT OF THE SHAREHOLDER:

Pursuant to the requirement of Section 242 of the Companies Act, 2017, cash dividend can only be paid through electronic mode directly (MANDATORILY) into the respective bank account designated by the entitled shareholders. Shareholders are requested to provide their bank account details (IBAN format, if not provided earlier) directly to our share registrar (for physical shares) or to their respective participant/ broker (for CDS shares) as the case may be. The subject Form is available at Company's website i.e., www.pakdatacom.com.pk. In the absence of shareholder's valid bank account detail by October 19, 2023, the Company will be constrained to withhold dividend of such members.

6. EXEMPTION FROM DEDUCTION OF INCOME TAX / ZAKAT:

Members seeking exemption from deduction of income tax or are eligible for deduction at a reduced rate are requested to submit a valid tax certificate or necessary documentary evidence as the case may be. Members desiring non-deduction of zakat are also requested to submit a valid declaration for non-deduction of zakat.

CDC account holders are requested to submit their declaration for non-deduction of zakat to the relevant member stock exchange or to CDC if maintaining CDC investor account.

7. DEPOSIT OF PHYSICAL SHARES INTO CDC ACCOUNTS:

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 SECP within a period not exceeding four years from the commencement of the Act, May 30, 2017. While SECP vide its letter dated March 26, 2021 has encouraged the shareholders to convert their shares in book-entry form.

The shareholder having physical shareholding may open CDC sub-account with any of the brokers or investors' account directly with the CDC to place their physical shares into scrip-less form. This will facilitate them in many ways including safe custody, streamline their information in member's register enabling the Company to effectively communicate with the shareholders and timely disburse any entitlements and swift sale/ purchase of shares, as the trading of physical shares is not permitted as per existing regulations of the Pakistan Stock Exchange Limited.

8. TRANSMISSION OF ANNUAL AUDITED FINANCIAL STATEMENTS THROUGH E-MAIL/CD/DVD/USB OR ANY OTHER MEDIA:

SECP through SRO 787(1)/2014 dated September 8, 2014 and SRO 470(1)/2016 dated May 31, 2016 has allowed the companies to circulate its Annual Audited Financial Statements to its members through Email/CD/DVD/USB/ or any other Electronic Media at their registered addresses. The Company has circulated its Annual Audited Financial Statements to its members through CD. However, shareholders who wish to receive the hard copy of Financial Statements shall have to fill the standard request form (available on the Company's website www.padatacom.com.pk) and send it to the Company's registered address.

Handwritten signature





9. UNCLAIMED DIVIDEND AND UNDELIVERED SHARE CERTIFICATES:

The Company has previously discharged its responsibility under Section 244 of the Companies Act, 2017 whereby the Company approached the shareholders to claim their unclaimed dividends and undelivered share certificates in accordance with the law.

Shareholders, whose dividends still remain unclaimed and/or undelivered share certificates are available with the Share Registrar, are hereby once again requested to approach the Share Registrar (address in point 4 above) to claim their outstanding dividend amounts and/or undelivered share certificates.

10. SUBMISSION OF COMPUTERIZED NATIONAL IDENTITY CARD (CNIC) FOR PAYMENT OF FINAL CASH DIVIDEND 2022-23:

Pursuant to the directives of SECP, CNIC number of the shareholders is MANDATORILY required for payment of dividend. Shareholders are therefore, requested to submit a copy of their valid CNIC (if not already provided) to the Share Registrar at the address provided in serial number 4 above. In the absence of a member's valid CNIC, the Company will be constrained to withhold payment of cash dividend to such members.

CDC account holders are requested to submit attested copy of their CNIC to the relevant member stock exchange or to CDC if maintaining CDC investor account.

11. AVAILABILITY OF AUDITED FINANCIAL STATEMENTS ON COMPANY'S WEBSITE:

The audited accounts of the Company for the year ended June 30, 2023 will be placed on the Company's website www.pakdatacom.com.pk, at least 21 days before the date of AGM.

12. CONSENT FOR VIDEO CONFERENCE FACILITY

In accordance with Section 132(2) of the Company's Act, 2017, if the Company receives the consent from members holding in aggregate 10% or more shareholding residing in geographical location to participate in the Meeting through video conference at least 07 days prior to the date of the Annual General Meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that City.

13. Change in Particulars

The Members are requested to notify any changes in their addresses immediately.

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