

Notice of Annual General Meeting



NOTICE is hereby given that 37th Annual General Meeting of Highnoon Laboratories Limited will be held on Tuesday May 12, 2020 at 11:00 a.m. at Registered Office, 17.5 Kilometer Multan Road, Lahore to transact the following business:

- To confirm minutes of the last Annual General Meeting held on 29 April 2019.
- To receive, consider and adopt the annual audited financial statements of the Company and consolidated financial statements with its subsidiary for the year ended December 31, 2019 together with Directors' and Auditors' Reports thereon.
- To consider and approve payment of Cash Dividend at the rate of one hundred thirty percent (130%) and Bonus Shares at the rate of ten percent (10%) to the shareholders as recommended by the Board of Directors.
- To appoint Auditors and fix their remuneration for the year ending December 31, 2020.
- To discuss any other business with the permission of the Chair.

By order of the Board

Khadim Hussain Mirza
Company Secretary

Lahore
21 April 2020

Notes:

- Share transfer books of the Company will remain closed from May 05, 2020 to May 12, 2020 (both days inclusive) for the purpose of determining the entitlement of payout.
 - A member entitled to attend and vote at this meeting may appoint another member as proxy to attend and vote instead of him. The instrument of proxy must be received at the Registered Office of the Company, 17.5 K.M. Multan Road, Lahore not less than 48 hours before the time of holding the meeting. Members are advised to immediately intimate our Shares Registrar M/s Corplink (Pvt.) Limited any change in their address.
 - All account holders registered through Central Depository System shall authenticate their identity by showing original CNIC at the time of attending the meeting. In case of corporate entity, a certified copy of resolution of the Board of Directors / valid Power of Attorney having the name and specimen signature of the nominee should be produced at the time of the meeting.
 - In compliance with regulatory requirement dividend will not be paid to shareholders whose CNIC Nos. are not available with the Company. Shareholders who have not yet provided copy of their CNIC are requested to provide the same to our Shares Registrar M/s Corplink (Pvt.) Limited at the earliest.
 - To enable the Company to make tax deduction on the amount of cash dividend @15% instead of @ 30%, all shareholders who are filer of tax return are advised to make sure that their names are entered in the Active Tax Payers List (ATL) provided on the website of FBR. Corporate shareholders having CDC account are required to have their NTN updated with their respective participants, whereas corporate physical shareholders should send a copy of their NTN certificate to our Share Registrars M/s Corplink (Pvt.) Ltd.
 - In view of current lockdown in effect, following the outbreak of COVID-19, SECP through circular No.10 of 2020 has allowed Public Listed Companies to circulate Annual Report for 2019 through email. Those shareholders who have provided their email addresses shall receive a PDF copy of Annual Report. We have also made the Annual Report available for download on our website and have published this notice in the newspapers to inform the shareholders about the same.
 - In compliance with S.R.O. 1145(I) 2017 of SECP and Section 242 of the Companies Act 2017, it is mandatory to make payment of any cash dividend through electronic mode by directly crediting the dividend amount in shareholder's designated bank account. The shareholders who have not yet provided details of their bank account are once again requested to provide the details giving Name of designated Bank, Branch Name and Address, Title of Account and IBAN No. along-with valid copy of CNIC. CDC shareholders are requested to have their bank account details updated with their respective participant and physical shareholders send the details to the Company or our Share Registrar M/S Corplink (Pvt.) Ltd. Please mention Company name and Folio No. while sending the details of Bank Account.
 - In pursuance with the restriction imposed by the Government and SECP's directives, it has been decided to hold the AGM electronically. The members can send their comments/ suggestions related to the agenda items of the meeting through following means:

WhatsApp	Email
0923334374060	khadim@highnoon.com.pk

The members who are willing to attend and participate in the AGM can do so through video-link via smart phones, computer, tablets etc. To attend the AGM through video-link, members are requested to get their following particulars registered by sending an email or WhatsApp at the number/address given above, at least 48 hours before the time of the AGM, and download video-link from <https://zoom.us/download>.

Name	Folio/CDC Account No.	CNIC No	Cell phone	Email

Signature of Member
- Upon receipt of requests, the video-link login credentials will be shared with the interested shareholders on their email addresses or WhatsApp messages.
- The shareholders, who by any reason could not claim their outstanding dividend or bonus shares/physical share certificates, if any are advised to contact our Shares Registrar M/s Corplink (Private) Limited to collect/enquire about their unclaimed dividend / pending share certificates, if any. The Company in compliance with section 244 of the Companies Act, 2017 after having completed the stipulated procedure, shall deposit/deliver all such unclaimed amount of dividend and shares certificates outstanding for period of 3 years or more from the due date in the credit of Federal Government in case of dividend and shall deliver unclaimed shares certificates to SECP.
 - Annual Audited Financial Statements for the year ended December 31, 2019 along-with Auditors' and Directors Report of the Company are placed on website: www.highnoon-labs.com