

# SANA Industries Limited

## NOTICE OF EXTRA ORDINARY GENERAL MEETING

Notice is hereby given that an Extra Ordinary General Meeting of the Shareholders of M/s. Sana Industries Limited will be held on Saturday, the 3rd day of December, 2022 at 12:00 Noon at the office of the Company, situated at 33-D-2, Block 6, P.E.C.H.S., Shahra-e-Faisal, Karachi to transact the following business:

### 1. **ORDINARY BUSINESS:**

To elect Seven (7) Directors in accordance with the provisions of Section 159 of the Companies Act, 2017 for a term of 3 years commencing from 3rd December, 2022. The retiring Directors are eligible to offer themselves for re-election. The following are the retiring Directors:

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|-------------------------------|-------------------------------|
| (i) Mr. Mohammed Younus Nawab | (ii) Mr. Mohammed Irfan Nawab |
| (iii) Mr. Ibrahim Younus      | (iv) Mr. Ismail Younus        |
| (v) Mr. Muhammad Faizanullah  | (vi) Mr. Muhammad Ashfaq      |
| (vii) Ms. Areej Rafique       |                               |

### 2. **OTHER BUSINESS:**

To transact any other business with the permission of the Chair.

By order of the Board

Karachi:  
November 11, 2022

**(Abdul Hussain Antaria)**  
**Company Secretary**

### **NOTES:**

- (1) Any shareholder who intend to contest the election as a Director, shall file with the Company not later than 14 (fourteen) days before the date of Extra Ordinary General Meeting, a notice of his/her intention to offer himself/herself for election as a director along with consent in the prescribed Form 28, a detailed profile along with his/her relevant declarations as required under the Code of Corporate Governance to his/her appointment as a Director of the Company. He/She should also confirm that:
- He/she is aware of duties and powers under the relevant laws, Memorandum & Articles of Association of the Company and listing regulations of Pakistan Stock Exchange Limited.
  - He/she is not ineligible to become a director of the listed company under any provisions of the Companies Act, 2017 and Listed Companies (Code of Corporate Governance) Regulations, 2017, any other applicable law, rules and regulations.
  - He/She is not serving as a director in more than five listed companies.
  - Neither he/she nor his/her spouse is engaged in the business of brokerage or is a sponsor director or officer of a corporate brokerage house.

- (2) The share transfer books of the Company shall remain closed from 27-Nov-2022 to 3-Dec-2022 (both days inclusive) and no transfer will be accepted for registration during this period.
- (3) A member entitled to attend and vote at the meeting may appoint a proxy in writing to attend the meeting and vote on the member's behalf. A Proxy need not be a member of the Company.
- (4) Duly completed forms of proxy must be deposited with the Company Secretary at the Office of the Company, 33-D-2, Block 6, P.E.C.H.S., Shakra-e-Faisal, Karachi (Phone No.34322556 - 9) not later than 48 hours before the time of meeting.
- (5) CDC account holders will further have to follow the guidelines as laid down in Circular 1 dated 28th January, 2000, issued by the Securities and Exchange Commission of Pakistan.
- (6) Members are requested to notify immediately any change in their addresses to our share Registrar, CDC Share Registrar Services Limited, CDC House, 99-B, S.M.C.H.S., Karachi.
- (7) E-Voting: Members can exercise their right of vote under applicable clauses of Companies (Postal Ballot) Regulations, 2018.