



SAIF POWER LIMITED

NOTICE OF 13th ANNUAL GENERAL MEETING

Notice is hereby given that the 13th Annual General Meeting of Shareholder of Saif Power Limited ("the Company") will be held on April 28, 2017, Friday at 11:00 A.M, at 4th floor Kulsum Plaza, Blue Area, Islamabad, to transact the following business:

ORDINARY BUSINESS:

1. To confirm the minutes of 12th AGM held on April 29, 2016.
2. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended December 31, 2016 together with Directors' and Auditors' reports thereon.
3. To consider and approve the final dividend Rs.1.9 per share i.e. 19% in addition to interim dividend of Rs. 1.75 per share i.e. 17.5%, making total dividend Rs. 3.65 per share i.e. 36.5%, Rs. 1.75 per share already paid, as recommended by the directors.
4. To appoint Auditors for the year ending December 2017 and fix their remuneration.
5. To transact any other business with the permission of Chair.

BY ORDER OF THE BOARD

s/d

Waseemullah
Company Secretary

Islamabad
April 07, 2017

Notes:

- i. Share Transfer Book of the Company will remain closed from April 22, 2017 to April 28, 2017 (Both days inclusive). Transfer received in order at the share Registrar's office by the close of business on April 21, 2017 will be treated in time for the purpose of payment of final dividend.
- ii. A member entitled to attend and vote at the Meeting may appoint another member as his /her proxy to attend and vote on his /her behalf. The instrument appointing the proxy duly completed must be received at the Company's Registered Office not later than 48 hours before the time of holding of the meeting.
- iii. CDC individual Account holders or Sub-account holders are required to bring with them their original Computerized National Identity Card (CNIC) / Original Passport along with participant's ID number and their account number in order to facilitate identification.
- iv. In case of Corporate entity, resolution of the Board of Directors/Power of attorney with specimen signature of nominees shall be produced (unless provided earlier) at the time of meeting.
- v. Members are requested to immediately notify the change in address, if any.

SPECIAL NOTES TO SHAREHOLDERS:

vi. **Transmission of Annual Financial Statements through Email(optional):**

Pursuant to Securities and Exchange Commission of Pakistan (SECP) SRO 787 (1)/2014 dated September 8, 2014 the Company can circulate Annual Balance Sheet and Profit and Loss Account, Auditors' report and Directors' report etc. (Audited Financial Statements) along with notice of Annual General Meeting to its members through-mail. Those Shareholders who wish to receive the Annual Report through e-mail are requested to provide a duly completed annexed consent form to Company's Share Registrar, M/s THK Associates (Pvt) Ltd. 1st Floor, 40-C, Block-6, P.E.C.H.S Karachi. Form is also available at Company's website <http://www.saifgroup.com/power.php>

vii. Submission of Copies of CINC (Mandatory):

The SECP vide its SRO 779 (I)/2011 dated August 18, 2011, SRO 831 (I)/2012 dated July 5, 2012 and SRO 19 (I)/2014 dated January 10, 2014 has made it mandatory that the dividend warrants should bear the Computerized National Identity Card Number (CNIC) of the registered member or authorized person, except in the case of minor(s) and corporate members. Therefore individual members or their authorized representatives who have not yet provided an attested copy of their valid CNICs along with folio numbers to the Company's Shares Registrar are requested to provide the same at their earliest to avoid any inconvenience. The corporate entities are requested to provide their National Tax Number (NTN).

viii. Dividend Mandate Option (E-Dividend)

This is to inform that under Section 250(1) of the Companies Ordinance, 1984, a shareholder may, if he/she so desires, direct a company to pay dividend directly into his/her bank account. In pursuance of the directions given by the SECP vide Circular No. 18 of 2012 dated June 05, 2012, and SECP letter No. 8(4) SM/CDC 2008 dated April 05, 2013, the shareholders are encouraged to provide dividend bank mandate for payment of cash dividend directly in to their bank accounts.

Shareholders who hold shares with Participant/Central Depository Company of Pakistan Limited (CDC) may approach to submit the detail in prescribed Dividend Mandate Form, to the concerned Stock Broker / CDC.

Dividend Mandate Form is appended below for the shareholders:

Dividend Mandate Form

I, _____ S/o., D/o., W/o.,
_____ hereby authorize the Company to directly credit cash dividends declared by it, in my bank account as detailed below:

- (i) Name of the Shareholder Folio No./CDC Participation ID and Account No./Sub-Account No.
- (ii) CNIC No./NTN (attested copy of valid CNIC attached) Passport No. (in case of foreign national - attested copy attached)
- (iii) Contact Numbers: Landline Number & Cell Number:
- (iv) Title of Bank Account & Bank Account Number
- (v) Bank's Name, Branch Name & Code No.

It is stated that the above particulars given by me are correct and I shall keep the Company informed in case of any changes in the said particulars in future.

Signature of the Shareholders