

Notice of the 16th Annual General Meeting

Notice is hereby given that the sixteenth Annual General Meeting of the shareholders of SME Leasing Limited (the Company) will be held at Hotel Crown Plaza, Islamabad on Wednesday .. April 25 2018 at 11:00 am to transact the following business:

ORDINARY BUSINESS.

1. To confirm the minutes of the 15th Annual General Meeting of the Company held on April 25, 2017.
2. To receive, consider and adopt the audited Financial Statements of the Company for the year ended December 31, 2017 together with the Directors' and Auditors' Reports thereon.
3. To appoint auditors for the year ending December 31, 2018 and fix their remuneration. The Board of Directors has recommended appointment of M/s. Grant Thornton Anjum Rahman Chartered Accountants as auditors of the Company , for the year ending December 31, 2018.
4. To transact any other business with the permission of the Chair.

By Order of the Board

Company Secretary
Karachi: March 30 ,2018

Notes:

1. The Register of the members of the Company will remain closed from April 18, 2018 to April 25, 2018 (both days inclusive).
2. A member entitled to attend and vote at the meeting is entitled to appoint another member as proxy to attend, speak and vote in the meeting. Proxies in order to be effective must be received by the company at the main office situated at Office No: 304,3rd Floor, Business Arcade, Shahr-e-Faisal, Karachi not less than 48 hours before the time of holding the meeting.
3. An instrument appointing proxy and the Power of Attorney or other authority (if any) under which it is signed, or a notarially certified copy of such power of attorney, in order to be valid must be deposited at the main office of the company not less than 48 hours before the time of the meeting.
4. CDC account holders will further have to follow the under mentioned guidelines as laid down by the Securities and Exchange Commission of Pakistan



SME Leasing Limited

(A Subsidiary of SME Bank Ltd.)

For attending the meeting.

- In case of individuals, the account holder or sub - account holder shall authenticate his/her identity by showing his/her original Computerized National Identity Card (CNIC) or original passport at the time of attending the meeting. The shareholders registered on CDS are also requested to bring their participants I.D. numbers and account numbers in CDS.
- In case of a corporate entity, the Board of Directors' resolution /power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of meeting.

For appointing proxies.

- 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 submit the proxy form as per the above requirements.
 - The proxy shall be witnessed by two persons whose names, address and CNIC numbers shall be mentioned on the form.
 - Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
 - The proxy shall produce his/her original CNIC or original passport at the time of the meeting.
 - In case of corporate entity, the Board of Directors resolution /power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) along with the proxy form for the meeting.
5. Shareholders are requested to notify the change of their address, if any, at our main office at Office No: 304, 3rd Floor, Business Arcade, Shakra-e-Faisal, Karachi .
 6. If the company receives consent from members holding at least 10% shareholding residing at a geographical location to participate in the meeting through video link facility ,the company will arrange video link facility in that city .Members holding requisite shareholding should send a duly signed request at least 7 days before the meeting to the Main office of the company at Office No: 304, 3rd Floor, Business Arcade, Shakra-e-Faisal, Karachi
 7. The annual report 2017 has been dispatched at the registered address of all the members .For future ,as allowed under S.E.C.P.Notification S.R.O.787(1)/2014 ,the annual report will be dispatched at the email address of those members who have provided their email address and consent to receive the annual report electronically . For this purpose ,a standard request form is available at the company's web site www.smelease.com.