



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

Company Law Division - Enforcement Department

No. EMD/233/473/2002 .957

Islamabad, February 15, 2012

Circular No. 10/2012

Transmission of Notice of Annual General Meetings and Extra-ordinary General Meetings through Electronic Medium

Pursuant to this Commission's Circular No.2 of 2001 and Circular No. 5 of 2002 ("Circulars") the listed companies in addition to other compliances, were directed to comply with requirements concerning transmission of notice of AGM/EOGM to the Commission on the same date on which the notices are issued to the shareholders.

2. The Commission having reviewed the need for electronic transmission of documents for the purpose of effective regulatory compliances has allowed listed companies to take useful benefit of technology.

3. In light of the abovementioned facts, this Commission is of the view that the listed companies shall be in compliance of the regulatory requirements specified in the Circulars concerning the subject, if:

- i) a notice of AGM or EOGM is emailed to the Commission along with statement under Section 160 of the Companies Ordinance, 1984, in case of a special business, as usual, on the same date on which it is sent to the shareholders at general.meetings@secp.gov.pk.
- ii) the listed companies send scanned copies of newspapers in which the notices of AGM or EOGM are published within 3 days of its publication through electronic mail at general.meetings@secp.gov.pk.
- iii) the format of the notice to be sent through electronic mail is MS Word and/or PDF.

4. This email facility shall be available for use w.e.f. March 15, 2012.

(Tahir Mahmood)
Commissioner (Company Law Division)

Distribution

1. All listed Companies.
2. Stock Exchanges, Karachi/Lahore/Islamabad,
3. The Institute of Chartered Accountants of Pakistan, Karachi.
4. The Institute of Cost and Management Accountants of Pakistan, Karachi.
5. All officers of the Commission.