



## **CONTINENTAL BISCUITS LTD.**

Floor # 12, Q.M. Building, Plot # BC-15, Block-7, KDA Scheme # 5, Clifton,  
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### **NOTICE AND AGENDA OF THE ANNUAL GENERAL MEETING**

**Notice** is hereby given that the 37<sup>th</sup> Annual General Meeting of **Continental Biscuits Limited** (The Company) will be held on **March 22, 2021** at 3:00 PM Pakistan Time at Head Office of the Company. Participants who are unable to attend physically due to COVID-19 may attend the meeting through Microsoft Teams to transact the following:

#### **AGENDA OF ANNUAL GENERAL MEETING**

1. To confirm minutes of the last General Meeting held on October 27, 2020.
2. To receive, consider and adopt the audited accounts for the year ended December 31, 2020 together with Auditors' and Directors' Reports thereon.
3. To appoint auditors for the year 2021 and fix their remuneration.
4. To declare dividend for the year 2020 as recommended by the Board of Directors.

#### **Special Business:**

1. To consider and approve bonus and increase in remuneration of the Chief Executive as recommended by the Board.
2. To consider and approve bonus and increase in remuneration of the Executive Director as recommended by the Board.

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

By order of the Board

**Ali Hasan**  
Company Secretary



**NOTES:**

- 1- *All members are entitled to attend and vote at the Annual General Meeting.*
- 2- *For attending meeting by a person authorized by corporate member to act as its representative under Section 138 of the Companies Act, 2017, a certified true copy of its Board resolution shall be submitted/produced (unless it has been submitted earlier), together with copy of valid CNIC / Passport of the representative, before the time of the Meeting.*
- 3- *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. Instrument of Proxy shall be in writing and be signed by the appointer or his duly authorized attorney. In case of proxy for representative of corporate member proxy form, duly signed by an officer or an attorney duly authorized by it, shall be submitted together the Board resolution/power of attorney with specimen signature of the proxy and copy of his/her valid CNIC/Passport.*
- 4- *Proxies, in order to be effective, must be received at the registered office of the Company not less than **48 working hours** before the Meeting.*
- 5- *Members are requested to notify immediately changes, if any, in their registered address.*

