

PART II

Statutory Notifications (S.R.O)

SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

NOTIFICATION

Islamabad, December 10, 2015

S.R.O. (I)/2015.- In exercise of the powers conferred by Section 506B of the Companies Ordinance, 1984 (XLVII of 1984), and in continuation of its earlier Notifications S.R.O 634 (I)/ 2014 dated July 10, 2014 and S.R.O 684 (I)/ 2015 dated July 15, 2015, the Securities and Exchange Commission of Pakistan hereby directs that every public listed company and public unlisted company shall also maintain the following information in Urdu language alongwith in English language on their websites with effect from January 01, 2016.

1. Information to be placed by listed and unlisted public companies

A) Profile of Company

- i) Vision, mission and details of permissible business activities;
- ii) Status of company;
- iii) Company Registration number and National Tax Number;
- iv) Address of registered office, head office, all other branch offices;
- v) Phone numbers (fax number, if available) of head office, registered office and branch offices; and
- vi) Email address.

B) Governance

- i) Profile of Board of Directors of the Company; and
- ii) Name of Auditor of the Company.

C) Investor Relations

- i) Contact details of person designated for assisting and handling investor grievances
- ii) Information about website link of SECP's investor complaint section:
<http://www.secp.gov.pk/ComplaintForm1.asp>);

- ii) Notices of general meetings, dividend / bonus declarations and right issue of the Company.

D) **Logo of Jamapunji**

Display the weblink and logo of Commission's investor education portal 'Jamapunji' at prominent place on the home page.

2. **Additional Requirements for Listed Companies**

In addition to the above, a listed company is required to place the following information on its website:

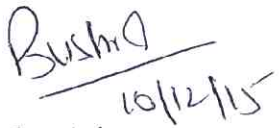
E) **Election of Directors**

- i) Notice of Election of Directors of the Company;
- ii) Following information with respect to election of Directors of the Company shall be available on website as per the time line given below:
- a) Detailed profile of candidates contesting the elections alongwith their office address shall be available on website seven days prior to the date of election till the date of election; and
- b) 21 days prior to the date of election till the date of election, a statement that proxy forms have been placed on website.

F) **Investor Information**

- i) Statement that following have been placed on website of the Company alongwith their relevant link:
- a) annual reports for the current financial year as well as the previous two years;
- b) financial highlights for previous five years; and
- c) interim accounts i.e. latest available accounts as well as for the last three quarters.
- ii) Name and address of share registrar.

No. EMD/Website-Reg/74/2011


10/12/15
Bushra Aslam
Secretary to the Commission