

PROCEDURE OF PAYMENT OF FINAL DIVIDEND

- 1) Convene a B.M.
- 2) Agenda of the meeting shall mention, amongst others, the following:
 - a) Approval of Annual Accounts;
 - b) Recommendation of Payment of Dividend to the shareholders at the proposed rate at the forthcoming Annual General Meeting;
 - c) To decide the Book Closure period/Record Date to determine the eligible holders of shares for the purposes of declaration of Dividend;
 - d) Approving the DTV of AGM and draft Notice of AGM, including authorizing Company Secretary or where is no Company Secretary is appointed or available then the Chairman of the Board or any other authorized person as the Board feel competent, to issue Notice on behalf of the Board of Directors.
- 3) **AGM:** Conduct the AGM and Shareholders shall pass Ordinary Resolution approving the Dividend.
- 4) **Opening of Special/ escrow Account:** Immediately on approving of Dividend by the Shareholders a Special Account with Schedule Bank will be opened for depositing the total amount of Dividend.
- 5) **Credit of Total Amount Payable to Dividend Account:** Within 5 days of declaration of Dividend, total amount of Dividend payable shall be credited with the special bank account opened for distribution of Dividend to eligible shareholders;
- 6) **Distribution of Dividend:** Prepare a list of eligible shareholders and statement of dividend thereon. Dividend must be distributed within 30 days of declaration. Necessary arrangement with Bank should be made for payment of Dividend.