

# B.F.MODARABA

Date: October 09, 2017

Dear Certificate Holder(s),

## DEDUCTION OF WITHHOLDING TAX ON THE AMOUNT OF DIVIDEND

Pursuant to the provisions of Finance Act, 2017, deduction of income tax from dividend payments shall be made on the basis of filers and non-filers as follows:

Rate of tax deduction for filer of income tax returns	15%
Rate of tax deduction for non-filer of income tax returns	20%

In order to enable us to follow the directives of the regulators in regard to determining the shareholding of the Joint Account Holders (where the shareholding has not been determined by the Principle Certificate holder) for deduction of withholding tax on the upcoming dividend of the Modaraba, you are requested to please furnish us the shareholding details of yourself as Principle Certificate holder and your Joint Holder(s) in the following manner, enabling us to compute withholding tax of each Certificate holder accordingly. The Certificate transfer books of the Modaraba are closed for entitlement of dividend from **25-10-2017 to 31-10-2017** (both days inclusive).

FOLIO NO. - CDC/Participation A/C No.	Name of Principle Certificate holder/Joint Holder(s)	Shareholding Proportion	CNIC No. (Copy attached)	Signature

Kindly note that in case of non-receipt of the information each Account Holder will be assumed to hold equal proportion of share and deduction will be made accordingly.

The status of deduction of withholding tax is determined as per Active Taxpayer List (ATL) available on Website of Federal Board of Revenue (FBR). All Certificate holders are advised to check their status on (ATL) and, if required, take necessary actions for inclusion of their names in (ATL) to avail the lower rate of tax deduction. You are also requested to furnish us a copy of valid CNIC or NTN in order to check the status of Filer/Non-Filer from ATL of FBR.

Members seeking exemption from deduction of income tax or deduction at a reduced rate under the relevant provisions of the Income Tax Ordinance 2001, are requested to submit a valid tax certificate or necessary documentary evidence. To safeguard your interest as a valuable Certificate holder you are requested to comply with the above requirement on or before **10-11-2017**.

Please furnish the above information to the Company's Share Registrar address given below.

## DIVIDEND PAYMENTS THROUGH ELECTRONIC MODE:

In order to receive the future dividends through electronic mode as per the requirements of Section 242 of the Companies Act, 2017, shareholders are requested to provide the following detail to the Company's share registrar M/s C&K Management Associates (Pvt.) Ltd.

Name of Certificate holder	
Folio / CDS Account No.	
Title of the Bank Account	
Bank's Name	
Bank Account (IBAN) Number (24-digits)	
Branch Name & Address	
Contact No.	
Email	
CNIC No./ NTN (please attached copy)	
Signature	

## UNCLAIMED SHARES / DIVIDEND WARRANTS

In terms of Directive No. 16 of 2017 issued by the Securities and Exchange Commission of Pakistan every company has to submit a statement stating therein the amount of dividends and shares which remains unclaimed for a period of three years from the date it is due and payable as of May 30, 2017.

Accordingly to comply with the directions of Securities and Exchange Commission of Pakistan, we hereby request you to deposit the dividend warrant in your Bank Account if already available with you and in case you have not received the dividend warrant and shares kindly collect from the Company's Share Registrar i.e. M/s C&K Management Associates (Pvt.) Ltd.

Shareholders who do not receive their Dividend Warrants within reasonable time are requested to contact the Share Registrar of the Company at the address given below.

## SUBMISSION OF COPIES OF VALID CNICs:

Members, who have not yet submitted attested photocopy of their valid CNIC along with folio number are requested to send the same, at the earliest, to the Company's Share Registrar.

### ADDRESS OF SHARE REGISTRAR:

**C&K Management Associates (Pvt.) Ltd,**  
**404, Trade Tower, Abdullah Haroon Road, Near Metropole Hotel,**  
**Karachi.**  
Phone: 021- 35687039-35687930

(Signature of the Member / Certificate holder)

Certificate holders having certificates in CDC accounts are required to have their bank mandates updated with their respective participants.

Thanking you,

Your faithfully,

Muhammad Zakir  
Manager Share & Corporate Affairs

Note: This is a computer generated letter and does not require signature