



Corporate Supervision Department
Company Law Division

No.EMD/Misc./D-III/2010- 154

July 3, 2019

CIRCULAR NO.10/2019

ANNUAL FINANCIAL STATEMENTS AND NOTICES OF GENERAL MEETINGS

In order to consolidate applicable requirements for filing of annual financial statements and notices of general meetings with the Securities and Exchange Commission of Pakistan (SECP) and dissemination of notices to general public pursuant to the provisions of the Companies Act, 2017 (XIX of 2017) ("the Act"), the SECP in exercise of powers conferred under section 510 of the Act hereby directs listed companies that:

- (i) All notices of general meetings shall be sent to the members and every person who is entitled to receive notice of general meetings at least twenty-one days before the date fixed for the meeting and shall be published in English and Urdu morning newspapers, having nationwide circulation, which are generally known and read, in English and Urdu languages respectively;
- (ii) A copy of newspaper in each language, in which notice of general meeting was published, along with statement under section 134 of the Act, where applicable, shall be filed with the SECP within three days of publication;
- (iii) Notice of general meeting, along with statement under section 134 of the Act, where applicable, shall also be transmitted to the SECP through fax or email at the email address general.meetings@secp.gov.pk ; and
- (iv) One of the copies of financial statements and reports attached therewith, filed with the SECP in pursuance of section 223(7) of the Act, shall be duly signed by the auditor, the Chief Executive, a director and the Chief Financial Officer as the case may be.
- (v) Following circulars of the SECP are hereby repealed:
 - i. Circular No. 2 dated January 13, 1999
 - ii. Circular No. 4 dated March 12, 1999
 - iii. Circular No. Nil dated February 22, 2001
 - iv. Circular No. 5 dated March 14, 2002
 - v. Circular No. 1 dated January 7, 2008; and
 - vi. Circular No. 10 dated February 15, 2012

Abid Hussain

Executive Director

Corporate Supervision Department

Distribution:

1. Chief Executives of all listed companies
2. Pakistan Stock Exchange
3. Institute of Chartered Accountants of Pakistan
4. Institute of Cost & Management Accountants of Pakistan
5. All officers of SECP

SECURITIES AND EXCHANGE
COMMISSION OF PAKISTAN
NIC Building, 63 Jinnah Avenue,
Islamabad, Pakistan