

PART II
Statutory Notifications (S.R.O)

SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

NOTIFICATION

Islamabad, January 16, 2012

SRO 25 (1)/2012:- In exercise of the powers conferred by Section 506B of the Companies Ordinance, 1984 (XLVII of 1984) and in supersession of Circular No. 13 dated May 26, 2003 titled maintenance of website by listed companies, the Securities and Exchange Commission of Pakistan is hereby pleased to direct that every listed companies shall maintain a functional website with effect from April 30, 2012.

Listed companies are encouraged to use their website to provide all relevant information to stakeholders. The website shall contain, at the minimum, information listed below as well as all material information:


A) Profile of Company

- i) Vision, mission and details of permissible business activities
- ii) Company Registration number and National Tax Number
- iii) Address of registered office, head office, all other branch offices
- iv) Phone numbers (fax if available) of head office, registered office and branch offices
- v) Email address
- vi) Detail of associated companies and their website links, if available

B) Governance

- i) Profile of Board of Directors and office address
- ii) Shareholding pattern
- iii) Following information pertains specifically to election of Directors and shall be available as per the time line given below:
 - a) Proxies, in number and value, deposited by each candidate as and when submitted
 - b) 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
 - c) 21 days prior to the date of election to the date of election:
 - i) Proxy forms to be placed on website
 - ii) List of shareholders and their addresses accessible by candidate intending to contest elections (protected by password issued by Company or personalized login mechanism)

C) Investor Information

- i) Symbol of the company assigned by respective Stock Exchange and website links of stock exchanges where the company is listed
 - ii) Annual reports for the current financial year as well as the previous two years
 - iii) Financial highlights for previous five years
 - iv) Interim accounts i.e. latest available accounts as well as for the last three quarters
 - v) As per the latest available yearly financial statements: Earning per share, P/E ratio and breakup value
 - vi) Name of Auditor of the Company
 - vii) Name and address of share registrar
 - viii) Free Float of the shares of Company
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ix) Rating of Company and instrument (if any)

D) Investor Relations

- i) Online form / Contact details of person designated for assisting and handling investor grievances (including website link of SECP's investor complaint section: <http://www.secp.gov.pk/ComplaintForm1.asp>)
- ii) Notices of general meetings, election of directors, dividend / bonus declarations and right issue
- iii) Site map
- iv) Search facility

E) Media

- i) National /International Awards, recognition, if any
- ii) Membership of industry associations and trade bodies, if any
- iii) Any other announcements or clarifications issued by the company
- iv) Latest Date of updating website

The listed companies shall report compliance with this notification by intimating their website address to the Enforcement department of the Commission latest by April 30, 2012.

[EMD/Website-Reg/74/2011]


Abdul Rehman Qureshi
Advisor/ Secretary