

Taha Spinning Mills Limited

406 Commerce Centre, Hasrat Mohani Road, Karachi, Pakistan

Tel: 32638521-3 Fax: 32639843 E.mail:tsml@hmiml.com

Karachi: February 26, 2015

To All the Share Holders

Dear Shareholder(s),

IMPORTANT NOTICE TO ALL MEMBERS / SHAREHOLDERS

(1) Submission of Copy of CNIC

As you are aware, the Securities and Exchange Commission of Pakistan (SECP) vide Notification S.R.O.831(1)/2012 dated July 5, 2012 in supersession of earlier Notification S.R.O.779(1)/2011 dated August 18, 2011 has directed all the listed companies to ensure that the Dividend Warrant should bear the Computerized National identity Card (CNIC) Numbers of the registered members except in the case of minor(s) and corporate shareholder(s).

It is therefore again requested that all the members/shareholders (**holding physical shares**) fulfill the statutory requirement, and submit a copy of their valid CNIC **along with shareholder's Folio number(s) with the attached Annexure – A duly filled in and signed** at the following address without any delay:

Share Registrar
Najeeb Consultants (Pvt.) Limited
405, Commerce Centre
Hasrat Mohani Road, Karachi
Tel/Fax 32639843
E-mail: najeebconsultants@hotmail.com

In case of non-availability of a valid copy of the CNIC in respect of members having physical shareholding, Dividend Warrant could be withheld in terms of section 251(2)(a) of the Companies Ordinance 1984, which will be released by the Share Registrar only upon compliance with the aforesaid notifications.

(2) Deduction of Income Tax from Divided under Section 150 of the Income Tax Ordinance, 2001 (“Income Tax Ordinance”)

Pursuant to the provisions of the Finance Act 2014 effective July 1, 2014, the rates of deduction of income tax from dividend payments under the Income Tax Ordinance have been revised as follows:

- (a) Rate of tax deduction for filer of income tax returns 10%
- (b) Rate of tax deduction for non-filers of income tax returns 15%

All shareholders/members of the Company who hold shares in **physical form** are therefore requested to send a valid copy of their CNIC and NTN Certificate **along with shareholder's Folio number(s) with the attached Annexure – A duly filled in and signed** to Share Registrar at above mentioned address, to allow the Share Registrar to ascertain the status of the shareholder/member.

Shareholders/members of the Company who hold shares in **scrip-less form on Central Depository System (CDS) of Central Depository Company of Pakistan Limited (CDC)** are requested to send valid copies of their CNIC and NTN Certificate to their CDC Participants / CDC Investor Account Services.

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Where the required documents are not submitted, the Share Registrar could be constrained to treat the non-complying shareholder/member as a non-filer thereby attracting a higher rate of withholding tax.

(3) Dividend Mandate Option

This is to inform that under Section 250(1) of the Companies Ordinance, 1984 a shareholder may, if so desire, direct a company to pay dividend directly into his/her bank account.

In pursuance of the directions given by the Securities and Exchange Commission of Pakistan (SECP) vide Circular No. 18 of 2012 dated June 5, 2012, and SECP letter No.8(4) SM/CDC 2008 dated April 5, 2013, the shareholders are encouraged to provide dividend bank mandate for payment of cash dividend electronically. The notice portion would continue to be sent at the registered address of the shareholder. Dividend Mandate Form is attached as **Annexure – B**.

All shareholders / members of the Company who hold shares in **physical form** are requested to send Dividend Mandate Form after duly filled-in and signed to Share Registrar above mentioned address.

Shareholders / members of the Company who hold shares in **scrip-less form on Central Depository System (CDS) of Central Depository Company of Pakistan Limited (CDC)** are requested to send Dividend Mandate Form after duly filled-in and signed, to their CDC Participants / CDC Investor Account Services.

Please note that his dividend mandate is optional and not compulsory, in case you do not wish your dividend to be credited into your bank account then the same shall be paid to you in the form of dividend warrant.

(4) Electronic Transmission of Financial Statements and Notices

Securities and Exchange Commission of Pakistan through SRO 787(1)/2014 dated 8th September, 2014 allowed the companies to circulate its Annual Audited Financial Statements along with Company's notice of Annual General Meeting to its members through e-mail. Those shareholders who wish to receive the Company's Annual Report through e-mail are requested to send e-mail at tsml@hmiml.com their Name, CNIC No., Folio No. & E-mail address at which they wish to receive Annual Report.

In case any member who has provided consent to receive audited financial statements and notice through e-mail subsequently request for hard copy of audited financial statements the same shall be provided free of cost within 7 days of the receipt of such request.

We look forward to your immediate cooperation and response in this regard.

Thanking you.

Yours truly,

Yours truly,

Taha Spinning Mills Limited

Company Secretary

SUBMISSION OF COPY OF VALID CNIC / NTN CERTIFICATE

Name of Company: _____

Name of Shareholder: _____

Father/Husband Name: _____

Folio Number: _____

CNIC / NTN Number: _____ (Copy enclosed)

Residence Telephone # / Cell # _____

Signature: _____

NOTE: The shareholders who hold shares in demat / electronic form are requested to submit the above information along with copy of valid CNIC / NTN Certificate to their CDC Participant / Investor Account Services.

DIVIDEND MANDATE FORM

I Mr./Ms. _____ S/o, D/o, W/o _____
hereby authorize _____ to directly credit cash dividend declared
cleared by it, if any, in the below mentioned bank account.

(i) Shareholder's Detail	
Name of the shareholder	
Folio No./CDC Participant ID A/c No.	
CNIC No.	
Passport No. (in case of foreign shareholder)	
Land Line Phone Number	
Cell Number	

(ii) Shareholder's Bank Detail	
Title of the Bank Account	
Bank Account Number	
Bank IBAN Number	
Bank's Name	
Branch Name and Address	

It is stated that the above-mentioned information is correct, that I will intimate the changes in the above-mentioned information to the Company and the concerned Share Registrar as soon as these occur.

Signature of the Shareholder