

NATIONAL CLEANER PRODUCTION CENTER FOUNDATION

NOTICE OF 21ST ANNUAL GENERAL MEETING

Notice is hereby given that **Annual General Meeting of National Cleaner Production Center Foundation** will be held on **Tuesday, October 31, 2023 at 3:00 P.M.** in Refinery's General Office (MDC-Hall) Morgah, Rawalpindi.

Agenda of meeting will be to consider and approve the following:

SR. NO.	AGENDA ITEM
1.	To approve and sign the minutes of 20 th Annual General Meeting held on October 31, 2022.
2.	To review the operational performance of the Company during the year 2022-2023.
3.	To consider and approve Audited Financial Statements of the Company and Auditor's Report thereon for the year ended June 30, 2023 together with the Directors' Report.
4.	To appoint statutory Auditors of the Company for next financial year ending on June 30, 2024 and fix their remuneration. The present auditors M/s. A. F. Ferguson & Co. Chartered Accountants will stand retired on the conclusion of this meeting and being eligible have offered themselves for re-appointment.
5.	Any other business with the permission of the Chair.

BY THE ORDER OF BOARD



Kashif Ali Makhdoomi
Company Secretary

Morgah, Rawalpindi
October 10, 2023