



Unilever

**UNILEVER PAKISTAN LIMITED**

AVARI PLAZA, FATIMA JINNAH ROAD, KARACHI - 75530

**BOOK CLOSURE**

The Company's Shares transfer books will be closed from 07 April 2016 to 13 April 2016 (both days inclusive) to determine the entitlement of final dividend 2015 (Rs.163,00 i.e. 326% per Ordinary Share) and to determine the entitlement to attend the Annual General Meeting of the company, scheduled for 13 April 2016. The share transfer books will reopen on 14 April 2016. Valid transfers received by the close of business on 06 April 2016 at the office of the Company's Share Registrars M/s THK Associate (Private) Limited, 2nd floor, State life building-3, Dr. Ziauddin Ahmed Road, Karachi-75530, will be treated in time for the purpose of payment of final dividend to the transferees.

**Reminder for submission of the photocopy of CNIC / NTN (Mandatory)**

The Individual Members who have not yet submitted photocopy of their valid Computerized National Identity Card (CNIC) to the Company / Share Registrar, are once again reminded to send the same at the earliest directly to Company's Share Registrar, M/s THK Associates (Private) Limited, 2nd Floor, State Life Building - 3, Dr. Ziauddin Ahmed Road, Karachi-75530. The Corporate Entities are requested to provide their National Tax Number (NTN) details. Please give Folio Number with the copy of CNIC / NTN details. Reference is also made to the Securities and Exchange Commission of Pakistan (SECP) Notifications SRO 779 (I) dated August 18, 2011, and SRO 831 (I) 2012 dated July 05, 2012, which mandates that the dividend warrants should bear CNIC number of the registered member or the authorized person, except in case of minor(s) and corporate members. In case of non-receipt of the copy of a valid CNIC, the Company will withhold the dividend warrants of such shareholders to comply with the said SRO's of SECP.

**Submission of the NTN Details (Mandatory)**

(i) The Government of Pakistan through Finance Act, 2014 has made certain amendments in Section 150 of the Income Tax Ordinance 2001 whereby different rates are prescribed for deduction of withholding tax on the amount of dividend paid by the Companies. According to Finance Act 2015, the rates of withholding tax are as follows.

(a)	For Filers of Income Tax Return	12.5%
(b)	For Non-Filers of Income Tax Return	17.5%

To enable the Company to make tax deduction on the amount of cash dividend @ 12.5% instead of 17.5% all the shareholders whose names are not entered into the Active Tax-payers List (ATL) provided on the website of FBR, despite the fact that they are filers, are advised to make sure that their names are entered into ATL before the start of book closure date for entitlement to payment of Dividend i.e. 07 April 2016, otherwise tax on their cash dividend will be deducted @ 17.5% instead of 12.5%.

(ii) The corporate physical shareholder should send a copy of their NTN certificate to the company or its Share Registrar M/s THK Associates (Private) Limited, if it has not yet been provided. The Shareholders while sending NTN or NTN certificates, as the case may be, must code Company name and their respective folio numbers.

According to clarification received from Federal Board of Revenue (FBR), withholding tax will be determined separately on 'Filer/Non-Filer' status of Principal Shareholder as well as Joint Holder(s) based on their shareholding proportions, in case of joint holding / joint account. In this regard, all shareholders who hold shares with joint shareholders, are requested to provide shareholding proportions of Principal Shareholder and Joint-Holder(s) in respect of shares held by them, to M/s THK Associates (Private) Limited, 2nd Floor, State Life Building - 3, Dr. Ziauddin Ahmed Road, Karachi-75530, in writing, otherwise it will be assumed that the shares are equally held by principal shareholder and joint -Holder(s).

**Dividend Mandate (Optional)**

According to the SECP circular No. 8(4) SM/CDC 2008 of April 05, 2013, Shareholders are entitled to receive their cash dividend directly in their bank accounts instead of receiving the dividend warrants physically. Shareholders having physical holding and desiring to avail this option may submit the prescribed Dividend Mandate Form, to the Company's Share Registrar.

Any change of address of Members should be immediately notified to the Company's Share Registrars, M/s THK Associates (Private) Limited, 2nd Floor, State Life Building - 3, Dr. Ziauddin Ahmed Road, Karachi-75530.

By Order of the Board  
AMAR NASEER

Karachi  
Dated: March 21, 2016

Director & Company Secretary

PROMETHEUS