



## **Saudi Airlines Catering Company invites its shareholders to attend the Extraordinary general assembly Meeting (1<sup>st</sup> Meeting)**

It pleases the Board of Directors of Saudi Airlines Catering Company to invite its shareholders to attend the Extraordinary General Assembly Meeting (1<sup>st</sup> meeting) that will be held on Thursday 03/04/1439H corresponding to 21/12/2017 in the company's Jeddah Unit in King Abdulaziz International Airport (location link <https://goo.gl/maps/P4PGkonxytN2>) at 18:30 to consider the following agenda:

1. Vote on amending article 4 of the Company's bylaws that deals with the Company's activities by amending and adding activities.
2. Vote to stop the allocation of (10%) from the net profit to establish the statutory reserve for it currently exceeds 30% of the paid-up capital, in accordance with article 129 of the Company's Law.
3. Vote to approve the update on the Company's Corporate Governance Manual.
4. Vote to approve the update on the policies, standards, and procedures of the Board of Director's membership (attached).
5. Vote to approve the update on the internal policies of the Board of Directors.
6. Vote to approve the update on the Audit Committee Charter.
7. Vote to approve the update on the Nomination and Remuneration Committee Charter.
8. Vote to approve the update on the Remuneration Policy of members of the Board of Directors, Committees, and Executive Management.

The quorum necessary for this scheduled meeting is shareholders representing 50% of the Company's capital; however, if the quorum was not present for the first meeting, a second meeting will convene an hour after the allocated time slot of the first, and that meeting shall have a necessary quorum of shareholders representing 25% of the Company's capital. Each shareholder, listed on the shareholder's records in the Securities Depository Center by the end of the last trading session before the Extraordinary General Assembly, has the right to attend the general assembly meeting whether in person or by proxy. However, a shareholder may authorize any other person to attend on their behalf other than a member of the Company's Board of Directors or an employee of the Company. These proxies should be attested by the notary public, a chamber of commerce and industry, local banks, or an authorized person. Furthermore, the proxy document's copies should be sent to the Company on the following address: P.O. Box 9178, Saudia City Khalidiya District, Jeddah 21413 at least 2 days prior to the meeting date; while the original copies of documents should be present on the day of the EGM along with personal identification (please see attached a proxy letter template and a map of the Company's location). For further inquiries, please do not hesitate to contact us via telephone 0126860011 (Ext. 8185) or fax 0126860011 (Ext. 7165). Shareholders are able to electronically vote on agenda items through the services of Tadawulaty starting from Sunday 17/12/2017 at 10:00am until 04:00pm of the day of the Extraordinary General Assembly.