



**Pakistan Petroleum Limited**

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UAN: 92-21-111-568-568  
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Website: www.ppl.com.pk

Our reference:

SAA/CS/PSX-0364

Your reference:

Date:

18<sup>th</sup> September 2019

Pakistan Stock Exchange Limited  
Stock Exchange Building  
Stock Exchange Road  
Karachi

Attention: Ms. Asmaa Saleem Malik  
Deputy General Manager  
Listing Department

Dear Sirs,

**Re: Extraordinary General Meeting of Pakistan Petroleum Limited**

In compliance of Rule 5.6.4 (b) of the Pakistan Stock Exchange Rules we enclose the notice of the Extraordinary General Meeting of the Company to be held on 11<sup>th</sup> October 2019 which will be published in the daily Dawn and Jang newspapers on 19<sup>th</sup> September 2019 and circulated to the members.

Yours truly,

**Shahana Ahmed Ali**  
Company Secretary

Enclosure: As above.

(saa/cs/se/180919)



## **NOTICE OF EXTRAORDINARY GENERAL MEETING**

Notice is hereby given that an Extraordinary General Meeting of Pakistan Petroleum Limited will be held on Friday, 11<sup>th</sup> October 2019 at 11:00 A.M. at Pearl Continental Hotel, Karachi, to transact the following business:

### **Special Business**

To approve an increase in the authorised ordinary share capital of the Company and consequential alterations in the Memorandum and the Articles of Association of the Company.

As required by Sub-section (3) of Section 134 of the Companies Act, 2017 a statement of material facts concerning the special business to be transacted at the meeting is annexed to the notice circulated to the members.

**SHAHANA AHMED ALI**

Company Secretary

19<sup>th</sup> September 2019  
Karachi

## **NOTES**

### **1. CLOSURE OF SHARE TRANSFER BOOKS**

The register of members and the share transfer books of the Company will remain closed from Friday, 4<sup>th</sup> October 2019 until Friday, 11<sup>th</sup> October 2019 (both days inclusive).

Only persons whose names appear in the register of members of the Company as on 3<sup>rd</sup> October 2019, are entitled to attend, participate in, and vote at the Meeting.

A member entitled to attend and vote may appoint another member as proxy to attend and vote on his / her behalf. Proxies must be received at the registered office of the Company not less than 48 hours before the time for holding the Meeting.

## **2. GUIDELINES FOR CDC ACCOUNT HOLDERS**

CDC account holders should comply with the following guidelines of the SECP:

### **A For Attendance**

- (a) Individuals should be account holder(s) or sub-account holder(s) and their registration details should be uploaded according to CDC regulations and must establish their identity at the time of the Meeting by presenting their original Computerized National Identity Card (CNIC) or passport.
- (b) Unless provided earlier, corporate entities must at the time of the Meeting produce a certified copy of a resolution of their Board of Directors or a Power of Attorney, bearing the specimen signature of the attorney.

### **B For Appointing Proxies**

- (a) Individuals should be account holder(s) or sub-account holder(s) whose registration details should be uploaded according to CDC regulations and their proxy forms must be submitted at the registered office of the Company not less than 48 hours before the time for holding the Meeting.
- (b) The proxy form must be attested by two persons whose names, addresses and CNIC numbers must be specified therein.
- (c) Attested copies of the CNIC or passport of the beneficial owner and the proxy must be provided along with the form of proxy.
- (d) Proxies must at the time of the Meeting produce their original CNIC or passport.
- (e) Unless provided earlier, corporate entities must at the time of the Meeting produce a certified copy of a resolution of their Board of Directors or a Power of Attorney, bearing the specimen signature of the attorney.

## **3. INTIMATION OF CHANGE OF ADDRESS**

Members who possess share certificates should notify any change in their registered address and if applicable the declarations of non-deduction of zakat to the Share Registrar. Members who hold shares in CDC / participant accounts should update their addresses and submit if applicable declarations of the non-deduction of zakat to the CDC or respective participants.