



## Mari Petroleum Company Limited

21 Mauve Area, 3rd Road, G-10/4, Islamabad-44000, Pakistan.

UAN: +92-51-111-410-410 Fax: +92-51-2352859 P.O. Box No.1614

[www.mpcl.com.pk](http://www.mpcl.com.pk)

NTN: 1414673-8

GST No. 07-01-2710-039-73

Thru PUCARS/Courier

Ref: CAD/2020/137

September 7, 2020

The General Manager  
Pakistan Stock Exchange Limited  
Stock Exchange Building  
Stock Exchange Road  
Karachi

Subject: **Draft Notice of Annual General Meeting**

Dear Sir,

In accordance with the Regulation No. 5.6.4 (b) of the Rule Book of Pakistan Stock Exchange Limited, please find attach draft copy of notice of Annual General Meeting, to be held on Tuesday, September 29, 2020 prior to its publication. The notice will be published in one of each of the daily newspaper in English and Urdu language on September 8, 2020 in terms of the Companies Act, 2017.

Very truly yours

Assad Rabbani  
GM Corp. Affairs/Company Secretary



### Daharki Field Office

Daharki, District Ghotki,  
Pakistan.  
UAN: +92-723-111-410-410  
Fax: +92-723-660402

### Karachi Liaison Office

D-87, Block-4, Kehkashan  
Clifton, Karachi-75600,  
Pakistan. UAN: +92-21-111-410-410  
Fax: +92-21-35870273  
P.O. Box No. 3887

### Quetta Liaison Office

26, Survey-31,  
Defence Officers Housing Scheme,  
Airport Road, Quetta.  
Tel: +92-81-2821052, 2839790  
Fax: +92-81-2834465



# MARI PETROLEUM COMPANY LIMITED

21-Mauve Area, 3rd Road, Sector G-10/4, Islamabad, Pakistan. [www.mpcl.com.pk](http://www.mpcl.com.pk)

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 36th Annual General Meeting of the Shareholders of Mari Petroleum Company Limited will be held on Tuesday, September 29, 2020 at 10:00 a.m., at the Registered Office of the Company situated at 21-Mauve Area, 3rd Road, Sector G-10/4, Islamabad to transact the following business:

1. To receive, consider and adopt the Audited Accounts of the Company for the year ended June 30, 2020 together with the Directors' and Auditors' reports thereon.
2. To approve, as recommended by the Board of Directors, the payment of final dividend @ Rs.2/- per share (20%) for the financial year ended June 30, 2020. This is in addition to interim dividend @ Rs.4.10/- per share (41%) already paid.
3. To appoint Auditors for the year 2020-21 and fix their remuneration.
4. Any other business with the permission of the Chair.

By order of the Board

**Assad Rabbani**  
Company Secretary

**Islamabad:**  
**September 07, 2020**

### Notes

#### **1. Coronavirus Contingency Planning for Annual General Meeting (AGM)**

In the wake of prevailing situation due to pandemic, SECP has instructed listed companies to modify their usual planning for General Meetings for the safety and wellbeing of the shareholders and public at large. Accordingly, the Company intends to convene this AGM with minimal physical interaction with shareholders while ensuring compliance with quorum requirements and requests the Members to consolidate their attendance and voting at the AGM through proxies.

The Company, furthermore, has made arrangements to ensure that all participants, including shareholders, can now participate in the AGM proceeding via video link (Microsoft Teams application). Accordingly, Members are required to provide their email address, Names, Folio Numbers and Number of Shares held in their names with subject "Registration for 36th AGM of MPCL" at corporate.affairs@mpcl.com.pk. Video Link to join the AGM through MS Teams will be shared with only those Members whose emails, containing all the required particulars, are received at the given email address not less than 48 hours before the time of the AGM. The Shareholders can also provide their comments and questions for the agenda items of the AGM on WhatsApp Number +321555425 and Email at corporate.affairs@mpcl.com.pk.

#### **2. Closure of Share Transfer Books**

The Share Transfer Books of the Company will remain closed from September 22, 2020 to September 29, 2020 (both days inclusive). Transfers, in order, received at the Company's Shares Registrar, Corplink (Pvt) Limited, Wings Arcade, 1-K Commercial, Model Town, Lahore, at the close of business on September 21, 2020 will be treated as in time for the purpose of determining the entitlement for the payment of Final Dividend and to attend the Annual General Meeting (AGM).

#### **3. Attending AGM in person or through Proxy**

A member entitled to attend and vote at the above meeting may appoint a person/representative as Proxy to attend and vote on his behalf at the Meeting. The instrument of Proxy must be received at the Registered Office of the Company not less than 48 hours before the time of holding the meeting.

In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of the meeting. The individual members or representatives of corporate members of the Company in CDC must bring original National Identity Cards or Passport and CDC Account and Participant ID Numbers to prove identity and verification at the time of meeting.

#### **4. Payment of Cash Dividend through Electronic Mode**

The provisions of Section 242 of the Companies Act, 2017 require that the dividend payable in cash shall only be paid through electronic mode directly into the bank accounts designated by the entitled shareholders. Therefore, for making compliance to the provisions of the law, all those physical shareholders who have not yet submitted their International Bank Account Number (IBAN No.) details to the Company are requested to provide the same on the Dividend Mandate Form available on Company's website at <http://mpcl.com.pk>. The shareholders of the Company in CDC are requested to provide the same to their Participants in CDC who maintain their accounts in CDC and ensure that their IBAN bank account details have been updated. In case of unavailability of IBAN, the Company would be constrained to withhold dividend in accordance with the Companies (Distribution of Dividends) Regulations, 2017.

#### **5. Other Requirements and Guidelines**

The requirements pertaining to the joint shareholding proportions, exemption and other provisions of deduction of income tax from dividend, video conference facility and dissemination of annual accounts have been mentioned in the AGM Notice being sent to the Members by post.

#### **6. Change of address and Zakat Declaration Status**

Members are requested to immediately notify the change if any in their mailing address and zakat declaration status to the Company's Shares Registrar.

#### **7. Contact Details**

For any query/information, the shareholders may contact Corporate Affairs Department, Phone: **051-111-410-410**, Email: **Info@mpcl.com.pk** or to the Company's Shares Registrar, Corplink (Pvt) Limited, Wings Arcade, 1-K Commercial, Model Town, Lahore. Phone: **042-35916714, 042-35916719**, Email: **corporate@corplink.com.pk, corplink786@gmail.com**.

# MARI PETROLEUM COMPANY LIMITED

**Ph: 051-111-410-410 , Fax: 051-2352859**