



FIN. CON. 524
March 16, 2021

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

Dear Sir/Madam,

NOTICE OF 52nd ANNUAL GENERAL MEETING

Enclosed please find herewith a copy of the Notice of 52nd Annual General Meeting of our Company scheduled to be held virtually on Wednesday, April 21, 2021 at 10:30 a.m.

The said Notice will be published shortly in the newspapers of Karachi, Lahore and Islamabad.

Yours faithfully
Shell Pakistan Limited

Lalarukh Hussain-Shaikh
Company Secretary

Shell Pakistan Limited

Shell House

6, Ch. Khaliqzaman Road
Karachi-75530

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Email: generalpublicenquiries-pk@shell.com

Website: www.shell.com.pk

NOTICE OF ANNUAL GENERAL MEETING THROUGH VIDEO-CONFERENCE

Notice is hereby given that the 52nd Annual General Meeting of Shell Pakistan Limited will be held on Wednesday, April 21, 2021 at 10:30 a.m. through video-conference facility to transact the following business:

1. To receive, consider, adopt and approve the Report of Directors and Auditors together with the Audited Accounts for the year ended December 31, 2020.
2. To appoint Auditors for the financial year January 1 to December 31, 2021 and to fix their remuneration.

By Order of the Board

Lalarukh Hussain-Shaikh
Secretary

Karachi: March 2, 2021

Shell House
6, Ch. Khaliquzzaman Road
Karachi-75530

NOTES:

While many continue to get vaccinated for the virus, coronavirus pandemic still remains a challenge. As a responsible company, we believe that we must put safety first to protect our people and all attendees, and therefore pursuant to Circular 6 of 2021 dated March 3, 2021 of the Securities and Exchange Commission of Pakistan, the Board has decided to hold the 52nd Annual General Meeting virtually, as we did last year.

- (i) The register of members will remain closed from Wednesday April 7, 2021 to Wednesday, April 21, 2021 (both days inclusive). Transfers received in order at the office of our Share Registrars, FAMCO Associates (Pvt) Ltd., 8-F, next to Hotel Faran, Nursery, Block-6, P.E.C.H.S., Shakra-e-Faisal, Karachi-75400 by the close of business on April 6, 2021 will be treated in time for the purpose of attending the annual general meeting.
- (ii) For attending the meeting, members are required to e-mail their name, folio number, valid e-mail address and number of shares held in their name to SHELLPK-CompanySec@shell.com with the subject "Registration for SPL's AGM".
- (iii) A member entitled to attend and vote at the meeting shall be entitled to appoint another person, as his/her proxy to attend, demand or join in demanding a poll, speak and vote instead of him/her, and a proxy so appointed shall have such rights, as respects attending, speaking and voting at the meeting as are available to a member. Proxies, in order to be effective, must be received at the registered office of the Company not later than 48 hours before the meeting. Proxies may also be appointed by e-mailing a scanned copy of signed letter by shareholder authorising proxy along with e-mail address of proxy and the relevant details (as below) to SHELLPK-CompanySec@shell.com. A proxy need not be a member of the Company.
- (iv) A form of Proxy is enclosed with the Notice of Meeting being sent to the members.
- (v) Video-link and login credentials will be shared with only those members/proxies whose e-mails containing all the required particulars are received at the given e-mail address by or before the close of business hours on April 19, 2021. The shareholders can also provide their comments and questions for the agenda items of the AGM on SHELLPK-CompanySec@shell.com
- (vi) Members holding physical shares are requested to notify any change in their addresses immediately to our Share Registrars, FAMCO Associates (Pvt) Ltd., 8-F, next to Hotel Faran, Nursery, Block-6, P.E.C.H.S., Shakra-e-Faisal, Karachi-75400.
- (vii) Members or their proxies are required to present their original CNIC or Passport along with the Participant's I.D. and Account Number(s) at the time of attending the Annual General Meeting through video-conference in order to authenticate their identity.
- (viii) Audited Accounts and the Annual Report of the Company for the year ended December 31, 2020 have been provided on the Company's website.
- (ix) Members can also exercise their right of E-Voting subject to the requirements of S.143-145 of the Companies Act, 2017 and the applicable clauses of the Companies (Postal ballot) Regulations, 2018.