



March 25, 2022

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

**Shell Pakistan Limited**

Shell House  
6, Ch. Khaliqzaman Road  
Karachi-75530  
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Dear Sir/Madam,

NOTICE OF 53<sup>rd</sup> ANNUAL GENERAL MEETING

Enclosed please find herewith a copy of the Notice of 53<sup>rd</sup> Annual General Meeting ('AGM') of our Company scheduled to be held at Movenpick Hotel, Karachi and virtually through video-conference facility on Wednesday, April 20, 2022 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

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 53<sup>rd</sup> Annual General Meeting ('AGM') of Shell Pakistan Limited will be held at Movenpick Hotel, Karachi and virtually through video-conference facility, on Wednesday, April 20, 2022 at 10:30 a.m. 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, 2021.
2. To appoint Auditors for the financial year January 1 to December 31, 2022 and to fix their remuneration.

While many continue to get vaccinated, COVID-19 pandemic remains a challenge and to ensure the health and safety of our members, physical in-person attendance to the meeting will be limited. Hence, members are encouraged to attend the meeting through video-conference facility. Kindly refer to the notes section for details.

By Order of the Board

Lalarukh Hussain-Shaikh  
Secretary

Karachi: March 16, 2022

Shell House  
6, Ch. Khaliquzzaman Road  
Karachi-75530

## NOTES:

Pursuant to Circular 6 of 2021 dated March 3, 2021, and further issued "Clarification on circulars issued on coronavirus contingency planning for general meetings of listed companies" dated December 15, 2021, of the Securities and Exchange Commission of Pakistan, the Board has decided to hold the 53rd AGM physically at Movenpick Hotel, Karachi and in addition provide members the option to attend the meeting through video-conference facility. Keeping in mind the health and safety of our members, physical attendance at the venue will be restricted to 50 members only. Therefore, members are encouraged to attend the meeting through the video-conference facility arranged by the Company.

- (i) The register of members will remain closed from Wednesday April 6, 2022, to Wednesday, April 20, 2022 (both days inclusive). Transfers received in order at the office of our Share Registrars, FAMCO Associates (Pvt) Ltd., 8-F, near Hotel Faran, Nursery, Block-6, P.E.C.H.S., Shakra-e-Faisal, Karachi-75400 by the close of business on April 5, 2022, will be in time for the purpose of attending the annual general meeting.
- (ii) For attending the meeting in-person or through video-conference, 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](mailto:SHELLPK-CompanySec@shell.com) with the subject "Registration for SPL's AGM".

**Those members willing to attend the meeting in-person are requested to specify the same in the email sent along with a scanned copy of their COVID vaccination certificate. The company reserves the right to refuse entry to any member who has not pre-registered for physical attendance and does not present the vaccination card at the venue.**

- (iii) A member entitled to attend the meeting and vote shall be entitled to appoint another person, as his/her proxy to attend the meeting either in-person physically or through video-conference facility. Members and/or their proxies can demand or join in demanding a poll, speak and vote. A proxy so appointed shall have such rights, as respects attending, speaking, and voting at the meeting as are available to a member. To attend the meeting either physically or through video-conference facility, a proxy must be received at the registered office of the Company not later than 48 hours before the meeting in order to be effective.

Proxies may also be appointed by e-mailing a scanned copy of the signed letter by shareholder authorising proxy along with e-mail address of proxy and the relevant details (as below) to [SHELLPK-CompanySec@shell.com](mailto: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) Confirmation emails to attend the meeting physically in-person or via video-link (with 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 18, 2022. The shareholders can also provide their comments and questions for the agenda items of the AGM on [SHELLPK-CompanySec@shell.com](mailto: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, near 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 in-person at the venue or through video-conference facility in order to authenticate their identity.
- (viii) Audited Accounts and the Annual Report of the Company for the year ended December 31, 2021 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.