

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the **Sixty-second (62<sup>nd</sup>) Annual General Meeting (AGM)** of Pakistan Refinery Limited will be held on **Saturday, October 29, 2022 at 1100 hours** at Pakistan Refinery Limited, Korangi Creek Road, Karachi and/or online **through video-link facility** to transact the following business:

### ORDINARY BUSINESS

1. To receive, consider and approve the Audited Financial Statements of the Company for the year ended June 30, 2022 together with the Reports of the Board and the Auditors thereon.
2. To appoint Company's auditors for the year ending June 30, 2023 and to fix their remuneration.

### ANY OTHER BUSINESS

3. To transact any other business with the permission of the Chair.

By Order of the Board



**Shehrzad Aminullah**  
Company Secretary

Karachi: October 8, 2022

### NOTES:

1. In accordance with the provisions of the Companies Act, 2017, the Annual Report containing the Annual Audited Financial Statements for the year ended June 30, 2022 is available on the Company's website.
2. In light of the continuing spread of Covid 19 and to protect the well being of the shareholders, the Securities and Exchange Commission of Pakistan ("SECP"), in terms of its Circular No. 6 of 2021, directed the listed companies to hold their meetings virtually in addition to the requirements of holding physical meetings. In order to facilitate the shareholders, the Company has made arrangements to ensure that all participants, including shareholders, can now participate in the AGM proceedings through video-link as well.
3. In order to attend the Meeting through video-link facility, the Members are requested to get themselves registered not later than 72 hours before the Meeting by providing the following information to the contact details stated at bottom of this Note 3; in case of the information sent through courier, the same should be received at Company's office by October 26, 2022:

Full Name	CNIC No.	Folio/CDS No.	Email Address	Cell No.

Copy of CNIC will be required with the abovementioned information. The video-link for the meeting will be sent to the Members on their provided email addresses enabling them to attend the meeting on the given date and time. The login facility will remain open from 10:30 am till the end of meeting. In case of any suggestions or comments for the agenda items, the Members may send the same at the email address mentioned below:

**Pakistan Refinery Limited**

P.O. Box 4612, Korangi Creek Road, Karachi-75190

Telephone: +92 21 35092631 (Direct) / +92 21 35122131-40 (Ext: 284)

WhatsApp: +92 308 0930461

Email: companysecretarial@prl.com.pk

4. The Share Transfer Books of the Company will be closed from October 22, 2022 to October 29, 2022 (both days inclusive). Transfers should be received at the Share Registrar Office by close of business on October 21, 2022. Members whose names are appearing in the Register of Members at the close of business on October 21, 2022 are entitled to attend, participate and vote at the Meeting.
5. Individual Members who have not yet submitted a copy of their valid Computerized National Identity Card (CNIC) to the Company are once again requested to send a copy of their valid CNIC at the earliest directly to the office of Share Registrar of the Company, FAMCO Associates (Private) Limited, 8-F, near Hotel Faran, Nursery, Block 6, P.E.C.H.S, Shakra-e-Faisal, Karachi ("Share Registrar Office"). Corporate entities are requested to provide their National Tax Number (NTN) and folio number. In case of non-receipt of the copy of a valid CNIC or NTN (as the case may be), the Company would be unable to comply with the requirements of the Companies Act, 2017 and SROs issued thereunder.
6. A Member entitled to attend and vote at the Meeting may appoint another Member as his/her proxy to attend, speak and vote at the Meeting on his/her behalf. The instrument appointing proxy, as per the format available at Company's website, must be submitted at the Share Registrar Office not less than 48 hours before the time of the Meeting.
7. The Members are requested to notify the Company if there is any change in their addresses immediately; in case of physical shares, to the Company/Share Registrar and for CDC shares, to respective Central Depository System (CDS) Participants.
8. CDC Account Holders will further have to follow the undermentioned guidelines:
  - a. For attending the Meeting: i) In case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account and their registration details are uploaded shall authenticate his/her identity by sending his/her copy of CNIC at the time of registration for attending the Meeting and shall authenticate his/her original CNIC or original passport at the time of attending the meeting; ii) In case of corporate entity, the copy of Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be sent (unless it has been provided earlier) along with other required information for registration.



- b. For appointing proxies: i) In case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account and their registration details are uploaded shall submit the proxy form as per the above requirement. ii) The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form. iii) Attested copies of CNIC or passport of the beneficial owners and the proxy shall be furnished with the proxy form. iv) In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be submitted (unless it has been provided earlier) along with proxy form to the Company.
9. An updated list for unpaid dividend / unclaimed shares of the Company is available on the Company's website <http://www.prl.com.pk>. These are dividend or shares which have remained unpaid or unclaimed for a period of over three years from the date these became due and payable. Claims can be lodged by shareholders on Claim Forms as are available on the Company's website. Claims Forms must be submitted to the Company's Share Registrar Office for receipt of dividend/shares.
10. The Securities and Exchange Commission of Pakistan (SECP) has issued a letter No. CSD/ED/Misc./2016-639-640 dated March 26, 2021 addressed to all listed companies drawing their attention towards the provision of Section 72 of the Companies Act, 2017 (Act) which requires them to replace shares issued by them in physical form with shares in the Book-Entry-form within a period not exceeding four years from the date of the promulgation of the Act. In order to ensure full compliance with the provisions of the aforesaid Section 72 and to benefit from the facility of holding shares in the Book-Entry-Form, the shareholders who still hold shares in physical form are requested to convert their shares in the Book-Entry-Form.
11. SECP has allowed companies to circulate the Annual Report to its Members through CD/DVD/USB at their registered addresses. In view of the above, the Company has sent its Annual Report to its Members in the form of DVD. Any Member requiring printed copy of Annual Report may send a request using a Standard Request Form placed on Company website.
12. Transmission of Annual Financial Statements through email: In pursuance of the directions given by SECP, those Members who desire to receive Annual Financial Statements in future through email instead of receiving the same by post are advised to give their formal consent along with their valid email address on a Standard Request Form which is available at the Company's website i.e. <http://www.prl.com.pk> and send the said form duly filled in and signed along with a copy of his/her valid CNIC/Passport at the Share Registrar Office. Please note that giving email address for receiving of Annual Financial Statements instead of receiving the same by post is optional, in case you do not wish to avail this facility please ignore this Note.
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