



PUNJAB OIL MILLS LIMITED

An ISO 9001, 14001, 45001, FSSC 22000 & Halal Certified Company

Registered Office & Mills : 26-28, Industrial Triangle, Kahuta Road, Islamabad, Pakistan.
Phone: +92 51 449 0017-20
Fax: +92 51 449 2803
P.O Box: 1321, Rawalpindi
E-mail: info@punjaboilmills.com
Web: punjaboilmills.com

NOTICE OF EXTRAORDINARY GENERAL MEETING

Notice is hereby given that an Extraordinary General Meeting of Punjab Oil Mills Limited (the "Company") will be held on Thursday, December 29, 2022, at 11:00 AM at Factory Premises, Plot Nos. 26-28, Industrial Triangle Kahuta Road, Islamabad to transact the following business:

Ordinary Business

1. To confirm the minutes of the Annual General Meeting held on October 28, 2022.
2. To elect seven (07) directors of the Company as fixed by the Board of directors under section 159(1) of the Companies Act, 2017 for a period of three (3) years, commencing from December 29, 2022. The names of retiring directors are as under and are eligible for re-election:
 1. Mr. Tahir Jahangir
 2. Mr. Usman Ilahi Malik
 3. Mr. Jillani Jahangir
 4. Mrs. Munizae Jahangir
 5. Miss. Mehruinsa Malik
 6. Mr. Furqan Anwar Batla
 7. Mr. Firasat Ali
3. To transact any other business with the permission of the Chair.

By order of the Board

Rana Shakeel Shaukat
Company Secretary

Lahore
December 07, 2022

NOTES

1. Book Closure

The Share Transfer Books of the Company will remain closed from December 23 2022, to December 29, 2022 (both days inclusive). Transfers / CDS transactions IDs received at the Company's Share Registrar, M/s Corplink (Pvt.) Limited, Wing Arcade, 1-K Commercial, Model Town, Lahore, PABX No (92-42)35916714 and Email shares@corplink.com.pk at the close of business on December 22, 2022, will be treated in time to attend and vote at the EOGM.

2. Election of Directors

The term of the office of the present Board of the Company will expire on December 29, 2022. In terms of Section 159(1) of the Companies Act, 2017 the Board has fixed the number of directors at 07 (Seven) through a resolution passed in the meeting of the Board held on November 07, 2022, to be elected in the Extraordinary General Meeting of the Company for a period of next three (3) years. Any person who seeks to contest election to the office of director shall, whether he/she is a retiring director or otherwise, file with the Company the following documents at the registered office of the Company, not later than fourteen days (14) before the date of the Extraordinary General Meeting:

- i. A notice of his/her intention to offer himself/herself for the election of directors under section 159 (3) of the Companies Act, 2017;
- ii. Consent to act as a director in Form 28 under section 167 of the Companies Act, 2017;
- iii. Detailed profile along with his/her office address;
- iv. Declaration in respect of being compliant with the requirements of the Listed Companies (Code of Corporate Governance) Regulations, 2019, and the eligibility criteria, as set out in Section 153 of the Companies Act, 2017 to act as a director or an independent director of a listed Company;



CANVOLIVE OIL - ZAIQA BANASPATI & COOKING OIL - NATURELLE BANSPANTI & COOKING OIL - ELLA BANASPATI & COOKING OIL - ZATHUNE EVOO - OLIVA OLIVE OIL - ZAIQA SPECIALITY FATS - TRU BRU COFFEE - RAJA SOAP

Lahore Office: 19-A1, Block E11, Gulberg III, Lahore, Pakistan
Phone: +92 42 35761585-6
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E-mail: info.lahore@punjaboilmills.com

Karachi Office: Suit # 606, 6th Floor, Anum Empire, Near Baloch Colony Bridge, Main Shahr-e-Faisal, Karachi, Pakistan.
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- v. Attested copy of valid CNIC and NTN;

Statement under Section 166 (3) of the Companies Act, 2017

According to Section 166 (3) of the Companies Act, 2017, independent directors will be elected through the process of election of directors in terms of Section 159 of the Companies Act, 2017. Independent directors shall meet the criteria under section 166 (2) of the said Act. The following additional documents are to be submitted by the candidates intending to consent election of directors as independent directors:

- Declaration by the independent director(s) under Clause 6(3) of the Listed Companies (Code of Corporate Governance) Regulation 2019;
- Undertaking that he/she meets the requirements of sub-regulation (1) of Regulation 4 of the Companies (Manner and Selection of Independent Directors) Regulation 2018.

The final list of contesting directors will be circulated not later than seven (7) days before the date of the Extraordinary General Meeting, in terms of section 159(4). Further, the website of the Company will also be updated with the required information.

3. Proxy

Members of the Company entitled to attend and vote at the Company meeting may appoint another member as their proxy to exercise their rights to attend, speak and vote at the meeting. The proxy form is available on the Company's website. The proxy form must be signed by the appointer or attorney duly authorized in writing, or if the appointer is a Company, it must be signed by an officer or attorney duly authorized.

A Company may authorize an individual to act as its representative at the meeting by resolution of its board. The authorized individual shall be entitled to exercise the same powers on behalf of the Company he represents. The proxies must be lodged with the Company not later than forty-eight hours before the time for holding the EOGM.

4. Attendance

The members must reach the venue at least fifteen (15) minutes before the start of EOGM to ensure proper attendance and timely closure of the attendance sheet. A member or proxy shall authenticate his/her identity by showing the original CNIC/passport at the time of attending the meeting.

5. Postal Ballot

According to companies (Postal Ballot) Regulations 2018, for the purpose of the election of directors, where the number of contestants is more than the number of directors to be elected, members will be allowed to exercise their right to vote through postal ballot, that is voting by post in accordance with the requirements and procedure contained in clause 9 of the aforesaid regulations.

6. Video Conference Facility

According to section 134(1)(b) of the Companies Act, 2017, the shareholders residing in a city and collectively holding at least 10% of the total paid-up share capital may demand the Company to provide them the facility of video-link for participating in the meeting. The demand for the video-link facility shall be received by the Company at least 7 days before the meeting date.

I/we _____ of _____ being members of Punjab Oil Mills Limited holder _____ Ordinary Shares(s) as per Registered Folio No / CDC Account No. _____ hereby opt for a video conference facility at [name of city] in respect of the Extra Ordinary General Meeting of the Company.

The Company will inform respective members regarding the venue of the video-link facility five days before the meeting along with complete information necessary to enable them to access the facility.

7. Contact Information

The shareholders may contact the Company at cs@punjaboilmills.com



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