



# 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.  
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## ADDENDUM TO THE NOTICE OF EXTRAORDINARY GENERAL MEETING

This is to inform you that the following page, concerning the closure of the share transfer book and other information for shareholders, was overlooked during the scanning process. It should be included in the Notice of Extraordinary General Meeting of Punjab Oil Mills Limited, which is scheduled for June 24, 2023, at 11:00 a.m. at the Company's registered office, located at Factory Premises, Plot Nos. 26-28, Industrial Triangle, Kahuta Road, Islamabad.

### 1. Closure of Share Transfer Books.

The Share Transfer Books of the Company will remain closed from June 17, 2023 to June 24, 2023 (both days inclusive). Transfers received in order at the Office of our Share Registrar, Corplink (Pvt.) Limited, Wings Arcade, 1-K, Commercial, Model Town, Lahore Telephone No. 042-3589182, 042-35916714, Fax No. 042-35869037 by the close of business on Friday 16<sup>th</sup> June 2023 will be treated in time for the purposes of entitlement to attend EOGM. No transfer will be accepted for registration during this period.

### 2. Participation in General Meeting

A member entitled to attend and vote at the meeting, may appoint another person as his/her proxy to attend, speak and vote instead of him/her. Proxies, in order to be effective, must be received at the Registered Office not less than 48 hours before the time for holding the meeting.

CDC shareholders entitled to attend and vote at the meeting must bring his/her participant ID and Account/sub-account number along with original CNIC or original passport to authenticate his/her indemnity. In case of corporate entity, resolution of Board of Directors/power of attorney with specimen signature of nominee along with his/her recent photograph shall be produced (unless it has been provided earlier) at the time of the meeting.

### 3. Change in Address and CNIC

Members are requested to notify/submit information for change of their address if any and provide valid CNIC duly attested.

### 4. Request for Video Conferencing Facility

If the Company receives consent from the members holding at least 10% shareholding residing in a city, to participate in the meeting through video-link at least five (05) days prior to the date of the meeting, the company will arrange facility of video-link in that city subject to availability of such facility in that city. To avail this facility please provide the following information to our share registrar:

"I/We \_\_\_\_\_ of \_\_\_\_\_, being a member of Punjab Oil Mills Limited, holder of \_\_\_\_\_ ordinary share(s) as per Registered Folio No. \_\_\_\_\_ hereby opt for video conference facility at \_\_\_\_\_."

Signature of Member

### 5. Postal Ballot

Pursuant to the Companies (Postal Ballot) Regulations, 2018, for any agenda item subject to the requirements of Section 143 and 144 of the Companies Act, 2017 members will be allowed to exercise their right to vote through postal ballot, that is voting by post through any electronic mode, in accordance with the requirements and procedure contained in the aforesaid regulation.

### 6. Deposit of Physical Shares into CDC Account

As per Section 72 of the Companies Act, 2017 every listed company shall be required to replace its physical shares with book-entry form in a manner as may be specified and from the date notified by the commission, within a period not exceeding four years from the date of the promulgation of the Companies Act, 2017. Shareholders may contact the Company's Share Registrar to understand the process and benefits of conversion of shares held in physical Form into Book-Entry Form in order to comply with the provisions of the Companies Act, 2017.

Y Company Secretary



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

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