



PAKISTAN OILFIELDS LIMITED

Ref: POL/FIN-CORP/PSX/23-24/010


October 2, 2023

The General Manager
Pakistan Stock Exchange Limited,
Stock Exchange Building,
Stock Exchange Road,
Karachi.

SUBJECT: PROCEDURE OF E-VOTING AND POSTAL BALLOT

In continuation to the notice of the 72nd Annual General Meeting (AGM) of Pakistan Oilfields Limited, scheduled to be held on Monday, October 09, 2023 at 10:30 am (PST) at Attock House, Morgah, Rawalpindi, published in the daily newspaper "The News" and "Dunya" on September 18, 2023 and vide our notice to Pakistan Stock Exchange dated September 15, 2023, please find enclosed procedure of e-voting along with postal ballot to be disseminated among shareholders.

Yours Sincerely,
For PAKISTAN OILFIELDS LIMITED


Khalid Nafees
Company Secretary

CC:

- Director Enforcement & Monitoring Department - for information
Enforcement & Monitoring Division
Securities & Exchange Commission of Pakistan
7th Floor, NIC Building, Jinnah Avenue,
Blue Area, Islamabad.
- Director / HOD - for information
Surveillance, Supervision and Enforcement Department
Securities & Exchange Commission of Pakistan,
NIC Building, 63-Jinnah Avenue,
Blue Area, Islamabad.

PAKISTAN OILFIELDS LIMITED

In continuation to the notice of the 72nd Annual General Meeting (AGM) of Pakistan Oilfields Limited, scheduled to be held on Monday, October 09, 2023 at 10:30 am (PST) at Attock House, Morgah, Rawalpindi, published in the daily newspaper "The News" and "Dunya" on September 18, 2023 and vide our notice to Pakistan Stock Exchange dated September 15, 2023.

As Special business agenda item No. i of the aforesaid meeting conveyed is special business for which the option of E-Voting or Postal Ballot is required to be arranged for the members. M/s CDC Share Registrar Services Limited (CDCSRSL) have been appointed as service provider for E-voting. Through this communication we hereby intimate members the following procedure for exercising E-Voting or Postal Ballot options alternatively:

A - E-Voting:

- a. E-Voting facility will be provided by CDC Share Registrar Services Limited (CDCSRSL), acting as E-Voting Services Provider.
- b. Members who are intending to exercise their right of E-Voting shall confirm to the Company on or before October 04, 2023 through their registered email address to the Company at cs@pakoil.com.pk.
- c. After due authentication of members' credentials our E-Voting facility provider, CDCSRSL will share with the Members, the web address, login details, password and electronic signature via email.
- d. Members shall cast vote for Special Business agenda item No. i through the web portal provided by CDCSRSL from 9:00 AM (PST), October 06, 2023, till 5:00 PM (PST) October 08, 2023. Votes shall only be casted during the aforementioned schedule. A vote once casted shall not be allowed to be changed.

B - Voting Through Postal Ballot:

- a. Members may alternatively opt for voting through postal ballot, which has been made available; (i) as attachment to this Notice and (ii) on Company's website, i.e. www.pakoil.com.pk;
- b. Members casting their votes for Special Business agenda item No. i should send the postal ballot, duly filled in, signed and accompanied with a copy of valid Computerized National Identity Card ("CNIC") to the Chairman of AGM at POL House, Morgah, Rawalpindi and/or through email at cs@pakoil.com.pk. The postal ballot should reach the aforementioned office on or before 5:00pm, October 08, 2023. Any postal ballot received after this time/date, will not be considered for voting.
- c. Signature on postal ballot should match with signature on CNIC, NICOP/Passport in case of foreigner.
- d. Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written ballot paper will be rejected.

In case of foreign shareholders casting votes acceptable identification documents shall be the valid CNIC, NICOP and Passport. For body corporate, acceptable identification documents are the same as mentioned for body corporate in the Notice of AGM dated September 18, 2023.

For & on behalf of the board

Registered Office:
POL House,
Morgah, Rawalpindi.
October 02, 2023

Company Secretary

Following is the ballot paper for Special Businesses of AGM:

BALLOT PAPER FOR VOTING IN 72ND ANNUAL GENERAL MEETING
through post for poll to be held on October 09, 2023 at
PAKISTAN OILFIELDS LIMITED
4th Floor, Attock House, Morgah, Rawalpindi

Phone No 051-5487589-97 Fax No 051-5487598-99
Email: cs@pakoil.com.pk Website: www.pakoil.com.pk

For voting through post for the Special Business agenda item No. i at the Annual General Meeting of Pakistan Oilfields Limited to be held on October 09, 2023 at 10:30 a.m. 4th Floor, Attock House, Morgah, Rawalpindi.

Name of shareholder/joint shareholders	
Registered Address	
Number of shares held and folio number	
CNIC Number (copy to be attached)	
Additional Information and enclosures (In case of representative of body corporate, corporation and Federal Government.)	

I/We hereby exercise my/our vote in respect of the following resolution through postal ballot by conveying my/our assent or dissent to the following resolution by placing tick (✓) mark in the appropriate box below (delete as appropriate);

Sr. No.	Nature and Description of resolution	No. of Ordinary shares for which votes cast	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	<p>“Resolved that Pakistan Oilfields Limited (the “Company”) be and is hereby authorized to circulate its annual audited financial statements, to the members of the Company through QR enabled code and weblink, in accordance with S.R.O. 389(I)/2023 issued by the SECP, and that the practice of circulation of the annual financial statements through CD /DVD/USB may be discontinued.</p> <p>Further Resolved That the Company Secretary be and is hereby authorized to do all acts, deeds and things, take or cause to be taken any action as may be necessary, incidental or consequential to give effect to this resolution.”</p>			

Signature of shareholder (s)

Place:

Date:

NOTES:

- Duly filled postal ballot should be sent at following business address and email ID: Address: POL House, Morgah, Rawalpindi. Email: cs@pakoil.com.pk
- Copy of CNIC should be enclosed with the postal ballot form.
- Postal ballot forms should reach Chairman of the meeting on or before October 08, 2023 (last date of receiving postal ballot). Any postal ballot received after this date, will not be considered for voting.
- Signature on postal ballot should match with the signature on CNIC.
- Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written ballot paper will be rejected. Ballot paper is also available on the company's website at www.pakoil.com.pk for the download.