

Our Reference: SEC/D.7/12/24

April 2, 2024

The General Manager

Pakistan Stock Exchange Limited
Stock Exchange Building
Stock Exchange Road
KARACHI-74000

Dear Sir

NOTICE OF ANNUAL GENERAL MEETING

Pursuant to Regulations # 5.6.9(b) of Pakistan Stock Exchange Regulations, we are pleased to send herewith in advance a copy of each of the Notice of Annual General Meeting of Pakistan Oxygen Limited (the "Company") in English and Urdu languages which are tentatively scheduled to be published in one issue of each of a daily newspaper in English and a daily newspaper in Urdu on April 3, 2024 in terms of Section 132(3) of the Companies Act, 2017.

Kindly acknowledge receipt.

Yours truly



Mazhar Iqbal
Company Secretary

Ends: as above

Copy to: The Executive Director/HOD
Offsite-II Department
Securities & Exchange Commission of Pakistan
Corporate Supervision Department-Company Law Division
63, NIC Building, Jinnah Avenue
Islamabad

بذریعہ اطلاع کیا جاتا ہے کہ پاکستان آکسیجن لمیٹڈ 75 سالانہ اجلاس عام بروز جمعہ مورخہ 25 اپریل 2024 کو دوپہر 2:00 بجے درج ذیل طور پر بذریعہ ویڈیو لنک کی سہولت اور ذی طور پر شرکت کیلئے کھلی کے رجسٹرڈ دفتر، ویسٹ وہارف، ڈاکٹر ڈروڈ، کراچی میں درج ذیل امور کی انجام دہی کیلئے منعقد ہوگا:

عمومی کارروائی:

- 1۔ کھپتی کے مالیاتی ایشینٹ برائے مالی سال ختمتہ 31 دسمبر 2023 مع ڈائریکٹرز اور ڈائریکٹرز پورٹ وصول کرنا اور ان پر غور کرنا۔
- 2۔ کھپتی کے ڈائریکٹرز کو تقریر کرنا اور ان کے مشاہرے کا تعین کرنا۔

خصوصی کارروائی:

- 3۔ کھپتی کے آرٹیکلز آف ایسی ایشن میں ترمیم کیلئے، درج ذیل قرارداد پر خصوصی قرارداد کی حیثیت سے غور کرنا اور اگر مناسب سمجھا جائے تو منظور کرنا:

قرارداد 1 کے مطابق بذریعہ کھپتی کے آرٹیکلز آف ایسی ایشن میں ترمیم کرتے ہوئے موجودہ آرٹیکلز 129 کو درج ذیل نئے سیر سے تبدیل کیا جا رہا ہے:

کیپٹل ورکنگ کا اختیار

129۔ کھپتی، ڈائریکٹرز کی سفارش اور منظوری کے بعد، یہ فیصلہ کر سکتی ہے کہ کھپتی کے کسی بھی ریزرو اکاؤنٹ میں موجود کرڈٹ یا منافع بخش اکاؤنٹ میں موجود کرڈٹ یا اس کے علاوہ تقسیم کیلئے دستیاب رقم کے کسی بھی حصے کوئی اگلا لیکھلا کر کیا جاسکتا ہے، اور لہذا یہ رقم منافع بخش کی صورت کے درمیان تقسیم کی جائے گی جو اس کے متن داروں کے بشرطیکہ یہ ادا کی گئی نقد کی صورت میں نہ ہو بلکہ یا تو ایسے ممبران کے پاس موجود کسی شخص پر فی الوقت خیر ادا رقم کی کسی ادا کی گئی میں یا اس ضمن میں دی جائے گی یا کھپتی کے غیر جاری شدہ حصص یا تمسک کی مکمل رقم ایک طرح اور جزوی رقم دوسری طرح، ایسے ممبران کیلئے شخص اور ان کے درمیان مکمل ادا شدہ کرڈٹ کے طور پر تقسیم کی جائے، اور ڈائریکٹرز ایسی قرارداد کو نافذ کریں گے۔

مزید قرارداد 2 کے مطابق بذریعہ کھپتی کے کھپتی بیکری کو اختیار دیا جاتا ہے کہ وہ مذکورہ بالا قرارداد کی جتنی غرض و نیت پر عمل درآمد کیلئے مناسب ضروری اقدامات اور دستاویزات بندی کریں۔

- 3۔ سیکرٹری اینڈ ایگزیکٹو چیف آف پاکستان کی جانب سے جاری کردہ S.R.O. 389(I)/2023 بتاریخ 21 مارچ 2023ء کے مطابق اور اس پر عمل کرتے ہوئے کھپتی کے ممبران کو سالانہ سٹیشن اور نفع نقصان کا حساب، ڈائریکٹرز پورٹ اور ڈائریکٹرز رپورٹ، وغیرہ ("سالانہ ڈٹ شدہ مالیاتی گوشوارے") کی USB / DVD / CD کی صورت میں فراہمی کی جائے QR کوڈ اور ویب لنک کے ذریعے فراہم کرنے پر غور کرنا اور، اگر مناسب سمجھا جائے تو منظور دینا۔

کینیڈا ایکٹ، 2017 کے سیکشن 134(3) کے مطابق مادی محتاج کی ایشینٹ اس اجلاس کی اطلاع کے ساتھ منسلک ہے اور ممبران کو کھپتی جاری ہے۔

تعمیراتی
مقرر اقبال
کھپتی سیکرٹری

کراچی، 26 فروری 2024

نوٹس:

1۔ شیئرز انٹرسٹس کی پیشگی:

کھپتی کی شیئرز انٹرسٹس مورخہ 18 اپریل 2024ء، 25 مئی 2024ء اور 24 اپریل 2024ء (نشور دنوں ایام) بند رہیں گی۔ 17 اپریل 2024ء کو کاروبار کے اختتام تک کھپتی کے شیئرز رجسٹرار سی ڈی ای سی ہاؤس B-99، بلاک B، ایس۔ ایم۔ سی۔ ایچ۔ ایس، مین شاہراہ فیصل، کراچی۔ 74400 کو موصول ہونے والے ڈائریکٹرز ذمہ داروں کے اشتقاق کیلئے بروقت تصور کیے جائیں گے۔

2۔ سالانہ اجلاس عام میں حاضری اور پراکسی کی تقرری:

کوئی ممبر جو غیر معمولی اجلاس عام میں شرکت کرنے، ہونے اور وقت ڈالنے کا حقدار ہے، وہ اپنی جگہ دوسرے ممبر کو شرکت کرنے اور وقت ڈالنے کیلئے پراکسی مقرر کرنے کا اختیار رکھتا ہے۔ پراکسی کو مقرر ہونے کیلئے پراکسی کی دستاویز اجلاس شروع ہونے کے مقررہ وقت سے کم از کم 48 گھنٹے پہلے کھپتی کے رجسٹرڈ آفس، ویسٹ وہارف، ڈاکٹر ڈروڈ، کراچی۔ 74400 پر یا بذریعہ ای میل mazhar.iqbal@pakoxygen.com یا موصول ہونے والا نئے ہے۔ پراکسی کیلئے کھپتی کا ممبر ہونا ضروری ہے، سوائے کارپوریٹن کے نئے ممبر ہونے کی صورت میں، جس کا کوئی انفریا کوئی اور فرد پراکسی ہو سکتا ہے خواہ وہ کھپتی کا ممبر نہ ہو۔ مزید برآں پراکسی کی دستاویزاتی نقل کھپتی کی ویب سائٹ (www.pakoxygen.com) سے ڈاؤن لوڈ کی جاسکتی ہیں۔

3۔ سی ڈی ای سی اکاؤنٹ ہولڈرز کیلئے پالیسی:

سینٹرل ڈائریکٹرز کھپتی پاکستان ایجنڈہ ("CDC") کے اکاؤنٹ ہولڈرز کو ایک ریٹری اینڈ ایگزیکٹو کمیشن آف پاکستان کے سرگرم 1 مورخہ 26 جنوری 2000 میں شامل درج ذیل دستاویزات کی بیرونی بھی کرنا ہوگی۔

الف) اجلاس میں شرکت کیلئے:

- (i) انفرادی حیثیت میں کوئی اکاؤنٹ ہولڈر یا سب اکاؤنٹ ہولڈر اور ای کوئی فرد جس کی سیکورٹیز گروپ اکاؤنٹ میں ہیں اور اس کی رجسٹریشن کی تفصیلات خطاط کے مطابق اپ لوڈ ہیں، ان کا اجلاس میں شرکت کے وقت اپنی شناخت کیلئے اپنا اصل کپیڈرائزڈ تو می شناختی کارڈ (CNIC) یا اصل پاسپورٹ پیش کرنا ہوگا، جیسا کہ لگائے ہو۔
- (ii) کارپوریٹ ادارے کی صورت میں اجلاس میں شرکت کے وقت بروڈ آف ڈائریکٹرز کی قرارداد پورا آف انارٹی مع نامزد کردہ فرد کے نمونہ دستخط (اگر پہلے سے فراہم نہ کئے گئے ہوں) پیش کرنا ہوں گے۔

ب) پراکسی کے تقرریلئے:

- (i) انفرادی حیثیت میں کوئی اکاؤنٹ ہولڈر یا سب اکاؤنٹ ہولڈر اور ای کوئی فرد جس کی سیکورٹیز گروپ اکاؤنٹ میں ہیں اور اس کی رجسٹریشن کی تفصیلات خطاط کے مطابق اپ لوڈ ہیں، ان کا اجلاس میں شرکت کے مطابق پراکسی فارم جمع کرنا ہوگا۔
- (ii) پراکسی فارم پر دو کاپیوں کے دستخط ہونے لازمی ہیں جن کے نام، پتے اور CNIC نمبر فارم پر درج ہوں۔
- (iii) پراکسی فارم کے ساتھ پیشگی اجلاس اور پراکسی CNIC یا پاسپورٹ کی تصدیق شدہ کاپیاں منسلک ہوں۔
- (iv) پراکسی کا اجلاس میں شرکت کے وقت اپنا اصل CNIC یا اصل پاسپورٹ پیش کرنا ہوگا۔
- (v) کارپوریٹ ادارے کی صورت میں پراکسی فارم کے ساتھ پورے آف ڈائریکٹرز کی قرارداد پورا آف انارٹی مع نمونہ دستخط (اگر پہلے سے فراہم نہ کئے گئے ہوں) کھپتی کو فراہم کرنا ہوں گے۔

3۔ ای۔ ڈوئل اور بڑے ڈاک ڈوئل کا طریقہ کار:

کینیڈا (ڈاک ڈوئل) ریگولیشنز 2019 میں سیکرٹری اینڈ ایگزیکٹو کمیشن آف پاکستان ("SECP") کے جاری کردہ نوٹیفیکیشن بتاریخ 5 دسمبر 2022ء کے مطابق، کھپتی کے ممبران کو اپنے سالانہ اجلاس عام منعقدہ 25 اپریل 2024ء میں خصوصی امور کیلئے ای۔ ڈوئل کی سہولت اور بڑے ڈاک ڈوئل کے ذریعے اپنا حق رائے دہی استعمال کرنے کی اجازت دی جائے گی، جو درکار تقاضوں کے مطابق اور مذکورہ بالا ریگولیشنز میں درج شرائط سے مشروط ہوگی۔

- (i) ای۔ ڈوئل کی تفصیلات ای میل کے ذریعے کھپتی کے ایسے ممبران کی بھیجی جائیں گی جن کا نمبر CNIC نمبر، موبائل نمبر، اور ای میل ایڈریس 17 اپریل 2024ء کو کاروبار کے اختتام تک کھپتی کے ممبران کے رجسٹر میں موجود ہوگا۔
- (ii) ویب ایڈریس، لاگ ان کی تفصیلات، پاس ورڈ ممبران کو ای میل کے ذریعے تیار کیا جائے گا۔ ممبران کو CDC شیئرز رجسٹرار اور سروسز (ای۔ ڈوئل کی سروس فراہم کرنے والے ادارے) کے ویب پورٹل سے SMS کے ذریعے کھپتی کو نوڈر دینے چاہئیں گے۔
- (iii) ای۔ ڈوئل کے ذریعے ووٹ دینے کے خواہش مند ممبران کی شناخت کی تصدیق الیکٹرونک دستخط یا لاگ ان کی توثیق کے ذریعے کی جائے گی۔
- (iv) ممبران 18 اپریل 2024ء، صبح 09:00 سے 24 اپریل 2024ء کے درمیان کسی بھی وقت آن لائن ووٹ ڈال سکتے ہیں۔ ڈوئل 24 اپریل 2024ء کو شام 05:00 بجے بند ہو جائے گی۔ میمر کی جانب سے کسی قرارداد پر ایک بار یا ووٹ دے دیا جائے تو بعد ازاں اسے تبدیل کرنے کی اجازت نہیں ہوگی۔
- (v) ممبران یا بی بی بی ایم کے سرگرم ممبران اور دیگر ذمہ داروں کے ساتھ جیلٹ پیج، کپیڈرائزڈ تو می شناختی کارڈ (CNIC) کی کاپی کے ساتھ بذریعہ ڈاک 24 اپریل 2024ء کو AGM سے ایک دن پہلے کاروباری اوقات کے دوران کھپتی کے رجسٹریں کو کھپتی کے رجسٹرڈ پتے، ویسٹ وہارف، ڈاکٹر ڈروڈ، کراچی۔ 74400 پر، ای میل ایڈریس chairman.agm@pakoxygen.com پر موصول ہونے چاہئے۔ جیلٹ پیج پر دستخط CNIC کے دستخط سے مطابقت رکھنے چاہئیں۔
- (vi) ممبران کی آسانی کیلئے، جیلٹ پیج اس ڈوئل کے ساتھ منسلک ہے اور یہ کھپتی کی ویب سائٹ www.pakoxygen.com پر بھی دستیاب ہے۔

5۔ سالانہ اجلاس عام میں بذریعہ ویڈیو لنک شرکت:

کھپتی نے اپنے سالانہ اجلاس عام کی کارروائی کو ویڈیو لنکس کی سہولت کے ذریعے منظور کرنے کیلئے ضروری انتظامات کیے ہیں۔ بذریعہ ویڈیو لنک غیر معمولی اجلاس عام میں شرکت کے خواہش مند شیئرز ہولڈرز سے درخواست ہے کہ وہ نیچے دیے گئے جدول کے تحت اپنی تفصیلات بذریعہ ای میل، واٹس ایپ، پراکسی اور الیکٹرونک طریقہ کار یا پست یا کوآرڈینیٹران "رجسٹریشن برائے سالانہ اجلاس عام، پاکستان آکسیجن لمیٹڈ۔ 2024" مع CNIC کے دونوں اطراف کی کاپی ای میل mazhar.iqbal@pakoxygen.com، سیل نمبر: 992 301 8221 709+ رجسٹرڈ آفس ایڈریس: پاکستان آکسیجن لمیٹڈ، ویسٹ وہارف، ڈاکٹر ڈروڈ، کراچی۔ 74400 پر بھیجیں۔

شیئرز ہولڈر کا نام	کپیڈرائزڈ تو می شناختی کارڈ نمبر	فون نمبر	موبائل نمبر	ای میل ایڈریس

ویڈیو لنک اور لاگ ان کی تفصیلات صرف ان ممبران (مترکہ رہنے پراکسی کے ساتھ شیئرز کی کاپیوں) کی جن کی ای میلز مذکورہ بالا تفصیلات کی حامل ہوں گی اور کھپتی کو سالانہ اجلاس عام کے وقت سے کم از کم 48 گھنٹے پہلے موصول ہوں گی۔

6۔ CNIC/NTN جمع کرنا (لازمی):

شیئرز ہولڈرز، جنہوں نے ابھی تک اپنے نمونہ CNIC کی فوٹو کاپی کھپتی انٹرنیٹ رجسٹرار کو جمع نہیں کرائی ہے، ان سے ایک بار پھر درخواست کی جاتی ہے کہ وہ اپنا CNIC (کاپی) جلد از جلد فراہم راست کھپتی کے شیئرز رجسٹرار کو بھیج دیں۔ کارپوریٹ اداروں سے بھی درخواست کی جاتی ہے کہ وہ اپنا پیشگی نمبر (NTN) فراہم کریں۔ کینیڈا (ڈائریکٹرز پورٹ آف ڈوئل) ریگولیشنز 2017 کے سیکشن 6 کے تحت کھپتی شیئرز ہولڈر یا ممبران کے شناختی نمبر (CNIC یا NTN) دستیاب نہ ہونے کی صورت میں شیئرز ہولڈرز کو ویڈیو لنک کی ادا کی گئی روکتی ہے۔

7۔ غیر معمولی شدہ شیئرز خیر ادا شدہ ہولڈرز:

کینیڈا ایکٹ 2017 کے سیکشن 244 کی دفعات کے مطابق، کھپتی کی طرف سے جاری شدہ شیئرز یا اعلان کردہ ویڈیو لنک، جو واجب الادا اور قابل ادا گئی تاریخ سے تین سال کی مدت تک غیر معمولی شدہ، خیر ادا شدہ ہولڈرز کو کوئی دائر کرنے کے نوٹس کے اجراء کے بعد وفاقی حکومت کو کرڈٹ کرنے کیلئے کمیشن کے پاس جمع کرنا ضروری ہے۔ کھپتی کی جانب سے جاری کردہ شیئرز اور اعلان کردہ ویڈیو لنک جو واجب الادا اور ادا گئی تاریخ سے تین سال کی مدت تک غیر معمولی شدہ، خیر ادا شدہ ہولڈرز ہیں ان کی تفصیلات کھپتی کی ویب سائٹ: www.pakoxygen.com پر دستیاب ہیں۔ کھپتی کے شیئرز ہولڈرز کو نوٹس بھی جاری کیا ہے اور اخبارات میں ایک نوٹس شائع کیا ہے کہ وہ کھپتی کے مذکورہ شیئرز رجسٹرار کو نوٹس کے 90 دن کے اندر آجے ہوئے درج کرائیں۔ شیئرز ہولڈرز سے درخواست کی جاتی ہے کہ وہ غیر معمولی شدہ شیئرز خیر ادا شدہ ہولڈرز کے ذمہ سے بروقت درج کرائیں۔ دی گئی مدت کے اندر کوئی دعویٰ موصول نہ ہونے کی صورت میں کھپتی، کینیڈا ایکٹ، 2017 کے سیکشن 244 کے ذریعے کمیشن 2 کے مطابق غیر معمولی شدہ، خیر ادا شدہ ہولڈرز کو وفاقی حکومت کے پاس جمع کرا دے گی۔

8۔ ڈاٹ شدہ مالیاتی دستخطس کی بذریعہ ای میل اور بذریعہ CD/DVD/USB ارسال:

نوٹیفیکیشن SRO نمبر 470(I)/2016 بتاریخ 31 مئی 2016ء، کے مطابق SECP نے کینیڈا ڈٹ شدہ مالیاتی گوشوارے شیئرز ہولڈرز کو سالانہ اجلاس عام ("AGM") کے نوٹس کے ساتھ بذریعہ CD/DVD/USB کے ذریعے دوسرے الیکٹرونک میڈیا کے ذریعے ان کے رجسٹرز پر بھیجوانے کی اجازت دی ہے۔ جو شیئرز ہولڈرز مالیاتی گوشوارے ("سالانہ رپورٹ) مع AGM کے نوٹس کی ہارڈ کاپی منگوانا چاہتے ہیں، وہ اس کیلئے مقررہ درخواست فارم کھپتی کے شیئرز رجسٹرار کو بھیجوا دیں۔ یہ مقررہ درخواست فارم کھپتی کی ویب سائٹ www.pakoxygen.com پر دستیاب ہے۔

9۔ سالانہ ڈٹ شدہ مالیاتی دستخطس کی کھپتی کی ویب سائٹ پر دستیابی:

کینیڈا ایکٹ 2017 کے سیکشن 223(7) کے مطابق کھپتی کے مالیاتی ایشینٹ برائے سال ختمتہ 31 دسمبر 2023 کھپتی کی ویب سائٹ: (www.pakoxygen.com) پر دستیاب ہیں۔

10۔ فزیکل شیئرز کو ایک انگریزی فارم میں تبدیل کرنا:

اس حوالے سے براہ راست لیکچر اور پرسنل نوٹس کے ذریعے کھپتی کے گزرتے نوٹیفیکیشن کے تسلسل میں، ابھی بھی فزیکل فارم میں شیئرز رکھنے والے شیئرز ہولڈرز سے ایک مرتبہ درخواست کی جاتی ہے کہ کینیڈا ایکٹ 2017 کے سیکشن 72(2) کی تعمیل کیلئے اپنے فزیکل شیئرز کو جلد از جلد ایک انگریزی فارم میں تبدیل کرالیں۔ شیئرز ہولڈرز CDCS اکاؤنٹ کھولنے اور بعد ازاں فزیکل شیئرز کو ایک انگریزی فارم میں تبدیل کرانے میں معاونت کیلئے PSX ممبر، CDCS پاسپورٹ، CDCI انفریٹرز اکاؤنٹ سروسز کے فراہم کنندہ سے رابطہ کر سکتے ہیں۔

بک انگریزی فارم میں شیئرز کو برقرار رکھنے کے بہت سے فوائد ہیں جن میں شیئرز کی محفوظ بنیوں، ڈیجیٹل شیئرز کے اجراء کیلئے ضروری رقم کاروباریوں سے نجات اور اوپن مارکیٹ میں فروخت اور خریداری کیلئے بہتر نرخوں پر آسان دستیابی شامل ہے۔

جیلٹ پیج برائے ڈوئل بذریعہ ڈاک	
سالانہ اجلاس عام منعقدہ بروز جمعرات، 25 اپریل 2024ء، دوپہر 02:00 بجے، یہ مقام کھپتی رجسٹرڈ آفس، ویسٹ وہارف، ڈاکٹر ڈروڈ، کراچی	
فون: +92 21 32313361 (9 لائنیں)۔ ویب سائٹ: www.pakoxygen.com	
فون/CD/USB اکاؤنٹ نمبر	
شیئرز ہولڈر پراکسی ہولڈر کا نام	
رجسٹرڈ پتہ	
موصول کردہ شیئرز کی تعداد	
CNIC / پاسپورٹ نمبر (غیر ملکی ہونے کی صورت میں) (نقل منسلک کی جائے)	
اضافی معلومات اور شیڈیو (ہارڈ کاپی کارپوریٹ، کارپوریٹن، اور وفاقی حکومت کے نمائندے کی صورت میں)	
مجاز دستخط کنندہ کا نام	
مجاز دستخط کنندہ کا CNIC / پاسپورٹ نمبر (غیر ملکی ہونے کی صورت میں) (نقل منسلک کی جائے)	

قرارداد 1 کے مطابق ایجنڈہ اعلیٰ نمبر 3

قرارداد 1 کے مطابق بذریعہ کھپتی کے آرٹیکلز آف ایسی ایشن میں ترمیم کرتے ہوئے موجودہ آرٹیکلز 129 کو درج ذیل نئے سیر سے تبدیل کیا جا رہا ہے:

کیپٹل ورکنگ کا اختیار

129۔ کھپتی، ڈائریکٹرز کی سفارش اور منظوری کے بعد، یہ فیصلہ کر سکتی ہے کہ کھپتی کے کسی بھی ریزرو اکاؤنٹ میں موجود کرڈٹ یا منافع بخش اکاؤنٹ میں موجود کرڈٹ یا اس کے علاوہ تقسیم کیلئے دستیاب رقم کے کسی بھی حصے کوئی اگلا لیکھلا کر کیا جاسکتا ہے، اور لہذا یہ رقم منافع بخش کی صورت کے درمیان تقسیم کی جائے گی جو اس کے متن داروں کے بشرطیکہ یہ ادا کی گئی نقد کی صورت میں نہ ہو بلکہ یا تو ایسے ممبران کے پاس موجود کسی شخص پر فی الوقت خیر ادا رقم کی کسی ادا کی گئی میں یا اس ضمن میں دی جائے گی یا کھپتی کے غیر جاری شدہ حصص یا تمسک کی مکمل ادا کی گئی کی صورت میں، دی جائے گی جو مذکورہ بالا کتاب میں، یا جزوی رقم ایک طرح اور جزوی رقم دوسری طرح، ایسے ممبران کیلئے شخص اور ان کے درمیان مکمل ادا شدہ کرڈٹ کے طور پر تقسیم کی جائے، اور ڈائریکٹرز ایسی قرارداد کو نافذ کریں گے۔

مزید قرارداد 2 کے مطابق بذریعہ کھپتی کے کھپتی بیکری کو اختیار دیا جاتا ہے کہ وہ مذکورہ بالا قرارداد کی جتنی غرض و نیت پر عمل درآمد کیلئے مناسب ضروری اقدامات اور دستاویزات بندی کریں۔

قرارداد 2 کے مطابق ایجنڈہ اعلیٰ نمبر 3

قرارداد 1 کے مطابق بذریعہ کھپتی کے ممبران اپنی مندرجہ ذیل قرارداد پر دستخط دیتے ہیں کہ شیئرز ریٹری اینڈ ایگزیکٹو کمیشن آف پاکستان کی جانب سے جاری کردہ S.R.O. 389(I)/2023 بتاریخ 21 مارچ 2023ء کے مطابق کھپتی اپنے ممبران کو سالانہ سٹیشن اور نفع نقصان کا حساب، ڈائریکٹرز پورٹ اور ڈائریکٹرز رپورٹ، وغیرہ ("سالانہ ڈٹ شدہ مالیاتی گوشوارے") کی QR کوڈ اور ویب لنک کے ذریعے فراہم کر سکتی ہے۔

ماتے شادی کیلئے ایلیاٹ

متعلقہ خانے میں (v) لگا کر اپنا ووٹ دیں۔

اگر دونوں خانوں پر (v) لگانا ہوا تو آپ کا ووٹ "مسترد شدہ" سمجھا جائے گا۔

بذریعہ پراکسی، جاری حساب سے مذکورہ بالا قرارداد سے متعلق اپنے ووٹ کا حق بذریعہ جیلٹ استعمال کرتے ہوئے درج ذیل متعلقہ خانے میں (v) لگانا اور قرارداد سے متعلق اپنے افاقہ ماتے یا اختلاف ماتے کا اظہار کیا جا رہا ہے۔

قرارداد	میری/ہماری جانب سے قرارداد سے اتفاق	میری/ہماری جانب سے قرارداد سے اختلاف
1۔ ایجنڈہ اعلیٰ نمبر 3 پر کھپتی کے آرٹیکلز آف ایسی ایشن میں مذکورہ بالا ترمیم کرنا		
2۔ ایجنڈہ اعلیٰ نمبر 3 پر کھپتی کے ممبران کو سالانہ ڈٹ شدہ مالیاتی گوشواروں کی QR کوڈ اور ویب لنک کے ذریعے تبدیل کی منظوری		

نوٹس:

- 1۔ رُشد، جیلٹ پیج پاکستان آکسیجن لمیٹڈ کے رجسٹریں میں کوڈسٹ وہارف، ڈاکٹر ڈروڈ، کراچی پر chairman.agm@pakoxygen.com یا ای میل کیا جانا چاہیے۔
- 2۔ شناختی کارڈ / پاسپورٹ (غیر ملکیوں کیلئے) کی کاپی یا پوسٹل جیلٹ فارم کے ساتھ منسلک کی جانی چاہیے۔
- 3۔ جیلٹ پیج بروز بدھ 24 اپریل 2024ء تک کاروباری اوقات کے درمیان رجسٹریں تک پہنچ جانا چاہیے۔ اس تاریخ کے بعد موصول ہونے والے کسی بھی پوسٹل جیلٹ کو دو گھنٹے زبردستی نہیں لایا جائے گا۔
- 4۔ جیلٹ پر دستخطی شناختی کارڈ / پاسپورٹ (غیر ملکیوں کیلئے) پر موجود دستخط کے ساتھ مطابقت رکھنے چاہئیں۔
- 5۔ نامکمل، نیم دستخط شدہ، غلط نمبر، جیسے ہونے، نامکمل، یا اور نامکمل والے جیلٹ پیج سروسز کو دینے چاہئیں۔
- 6۔ کینیڈا ایکٹ، 2017 کے سیکشن 138 139 کے مطابق، جیسا کہ ہارڈ کاپی ہارڈ کاپی کارپوریٹ، کارپوریٹن یا وفاقی حکومت کے نمائندے کی صورت میں جیلٹ فارم کے ساتھ مجاز دستخط کنندہ فرد کے CNIC کی نقل، پورا آف انارٹی، مختار نام، پورے قرارداد اور غیر روکی تصدیق شدہ نقل منسلک ہونی چاہیے۔ غیر ملکی ہارڈ کاپی پر دستخط وغیرہ کی صورت میں تمام دستاویزات تصدیق ممبر کے دائرہ کار کے حامل تو نقل جزل آف پاکستان سے توثیق شدہ ہونی چاہئیں۔
- 7۔ جیلٹ پیج فارم کھپتی کی ویب سائٹ www.pakoxygen.com پر فراہم کر دیا گیا ہے۔ ممبران ویب سائٹ سے جیلٹ پیج ڈاؤن لوڈ کر سکتے ہیں یا اخبار میں شائع شدہ اصل ڈاؤن لوڈ کر سکتے ہیں۔

شیئرز ہولڈر، پراکسی ہولڈرز کے دستخط/مجاز دستخط کنندہ

(کارپوریٹ ادارے کی صورت میں، برائے ممبران کی کھپتی کی ممبران کے پاس)



PAKISTAN OXYGEN LIMITED

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 75th Annual General Meeting ("AGM") of PAKISTAN OXYGEN LIMITED (the "Company") will be held on Thursday, the 25th day of April 2024 at 2:00 p.m. virtually via Video Link Facility and in person at the Company's Registered Office, West Wharf, Dockyard Road, Karachi to transact the following business:

ORDINARY BUSINESS:

- To receive and consider the Financial Statements of the Company for the year ended December 31, 2023, and Reports of the Directors and Auditors thereon.
- To appoint the external Auditors of the Company and to fix their remuneration.

SPECIAL BUSINESS:

- To consider and if thought fit, to amend the Articles of Association of the Company and for this purpose to pass the following resolution as a Special Resolution:

RESOLVED as and by way of Special Resolution **THAT** the Articles of Association of the Company be and are hereby amended by substituting for the existing Article 129 with the following new article:

129. The Company may upon the recommendation and approval of the Directors resolve that it is desirable to capitalize any part of the amount for the time being standing to the credit of any of the Company's reserve accounts or to the credit of the profit and loss account or otherwise available for distribution, and accordingly that such sum be set free for distribution amongst the Members who would be entitled thereto if distributed by way of dividend and in the same proportions on condition that the same be not paid in cash but be applied either in or towards paying up any amounts for the time being unpaid on any shares held by such Members respectively or paying up in full unissued shares or debentures of the Company to be allotted and distributed credited as fully paid up to and amongst such Members in the proportion aforesaid, or partly in the one way and partly in the other, and the Directors shall give effect to such resolution.

Power to capitalize.

FURTHER RESOLVED THAT the Company Secretary of the Company be and is hereby authorized to take necessary steps and execute documents as may be expedient for the purpose of giving effect to the spirit and intent of the above resolutions.

- To consider and if thought fit, to approve the circulation of the annual balance sheet and profit and loss account, auditor's report and directors report, etc. ("the **Annual Audited Financial Statements**") of the Company to the members of the Company through QR enabled code and web link, instead of transmitting the same in the form of CD/DVD/USB in accordance with and pursuant to S.R.O. 389(I)/2023 issued by the Securities and Exchange Commission of Pakistan dated March 21, 2023.

A statement as required under Section 134(3) of the Companies Act, 2017, in respect of the aforesaid special businesses to be considered at the Annual General Meeting is annexed with the Notice of Meeting being sent to the members.

By Order of the Board

Mazhar Iqbal
Company Secretary

Karachi: February 26, 2024

NOTES:

1. Closure of Share Transfer Books:

Share Transfer Books of the Company will remain closed from April 18, 2024, to April 25, 2024 (both days inclusive). Transfers received at the office of the Company's Shares Registrar, CDC Share Registrar Services Limited, CDC House, 99-B, Block-B, S.M.C.H.S., Main Shahrah-e-Faisal, Karachi -74400 at the close of business on April 17, 2024, will be treated in time for the purpose of aforesaid entitlement.

2. Attendance in the Meeting:

A member entitled to attend, speak and vote at the AGM may appoint a proxy to attend and vote on his/her behalf and a proxy so appointed shall have the same rights in respect of speaking and voting at the meeting as are available to a Member. An instrument of proxy in order to be effective must be deposited at the Company's Registered Office, West Wharf, Dockyard Road, Karachi-74000 or through email at mazhar.iqbal@pakoxygen.com not less than 48 hours before the time of the meeting. The proxy must be a member of the Company, except that a corporation being a member of the Company may appoint as its proxy one of the officers or some other person though not a member of the Company. Further copies of the instrument of proxy may be downloaded from the Company's website: (www.pakoxygen.com).

Members are requested to immediately notify any change in their address or bank mandate as registered to the Company's Share Registrar, CDC Share Registrar Services Limited at their abovementioned address.

3. Guidelines for CDC Account Holders:

Account Holders of Central Depository Company of Pakistan Limited ("CDC") will further have to follow the under-mentioned guidelines as laid down in Circular 1, dated 26 January 2000 issued by the Securities and Exchange Commission of Pakistan:

A. For Attending the Meeting:

- 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 as per the Regulations, shall authenticate his/her identity by showing his/her original Computerized National Identity Card (CNIC) or original passport as applicable at the time of attending the meeting.
- In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of the meeting.

B. For Appointing Proxies:

- 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 as per the Regulations, shall submit the proxy form as per the above requirement.
- The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- The proxy shall produce his/her original CNIC or original passport as applicable at the time of the meeting.
- In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

4. Procedure for E-Voting and Voting through Post:

Pursuant to Companies (Postal Ballot) Regulations, 2018 amended through Notification dated December 05, 2022, issued by the Securities and Exchange Commission of Pakistan ("SECP"), members of the Company will be allowed to exercise their right to vote through electronic voting facility and voting by post for the special business in its AGM to be held on April 25, 2024, in accordance with the requirements and subject to the conditions contained in the aforesaid Regulations.

- Details of the e-voting facility will be shared through an e-mail with those members of the Company who have their valid CNIC numbers, cell numbers, and e-mail addresses available in the register of members of the Company by the close of business of April 17, 2024.
- The web address, login details, password, will be communicated to members via email. The security codes will be communicated to members through SMS from web portal of CDC Share Registrar Services Limited (being the e-voting service provider).
- Identity of the Members intending to cast vote through e-Voting shall be authenticated through electronic signature or authentication for login.
- Members shall cast vote online at any time from April 18, 2024, 09:00 a.m. to April 24, 2024, 5:00 p.m. Once the vote on a resolution is cast by a Member, he / she shall not be allowed to change it subsequently.
- The members shall ensure that duly filled and signed ballot paper along with copy of Computerized National Identity Card (CNIC) should reach the Chairman of the meeting through post on the Company's registered address, West Wharf, Dockyard Road, Karachi, or email at Chairman.agm@pakoxygen.com one day before the AGM on April 24, 2024, during working hours. The signature on the ballot paper shall match with the signature on CNIC.
- For the convenience of the Members, ballot paper is annexed to this notice and the same is also available on the Company's website at www.pakoxygen.com.

5. Participation in the AGM through Video Link Facility:

The Company has made necessary arrangement to hold its AGM proceedings also via video conference facility. Shareholders, interested to participate in the AGM through video link, are requested to send their particulars, as set out in the table below, by email, WhatsApp, or any other electronic mean or by post or courier with the subject "Registration for AGM of Pakistan Oxygen Limited – 2024" along with valid copy of both sides of CNIC to Email: mazhar.iqbal@pakoxygen.com, Cell Phone Number: +92 301 8221709, Registered Office Address: Pakistan Oxygen Limited, West Wharf, Dockyard Road, Karachi-74000:

The video link and login credentials will be shared with only those members/appointed proxies, whose emails, containing the aforesaid particulars, are received by the Company at least 48 hours before the time of AGM.

Name of Shareholder	CNIC No.	Folio No.	Cell No.	Email Address

6. Submission of CNIC/NTN (Mandatory):

Shareholders, who have not yet submitted a photocopy of their valid CNIC to the Company/Share Registrar, are once again requested to send their CNIC (copy) at the earliest directly to the Company's Share Registrar. Corporate Entities are also requested to provide their National Tax Number (NTN).

As per Regulation No. 6 of the Companies (Distribution of Dividend) Regulations, 2017, the Company will be constrained to withhold payment of dividend to shareholders, in case of non-availability of identification number of the shareholder or authorized person (CNIC or NTN).

7. Unclaimed Shares/Unpaid Dividend:

As per the provisions of Section 244 of the Companies Act, 2017, any shares issued or dividend declared by the Company which have remained unclaimed/unpaid for a period of three years from the date it was due and payable are required to be deposited with the Commission for credit to the Federal Government after Issuance of notices to the shareholders to file their claims. The details of the shares issued and dividend declared by the Company which have remained unclaimed/unpaid for a period of three years from the date these have become due and payable are available on Company's website www.pakoxygen.com. The Company has also issued notices to shareholders and published a Final Notice in the newspapers to lodge their claims within 90 days of notice to the Company's aforesaid Share Registrar. Shareholders are requested to ensure that their claims for unclaimed shares/unpaid dividends are lodged timely. In case no claim is received within the given period, the Company shall proceed to deposit the unclaimed/unpaid amount with the Federal Government pursuant to sub-section 2 of Section 244 of the Companies Act, 2017.

8. Circulation of Audited Financial Statements through E-mail and by CD/DVD/USB:

Pursuant to Notification SRO No. 470(I)/2016 dated May 31, 2016, the SECP has allowed companies to circulate its audited financial statements to the shareholders along with the notice of the AGM through CD/DVD/USB or any other electronic media at their registered addresses.

Shareholders who wish to receive hard copy of the financial statements (annual report) along with notice of AGM, may send the Standard Request Form to the Company's Share Registrar. The Standard Request Form is available from the Company's website www.pakoxygen.com.

9. Availability of Annual Audited Financial Statements on the Company's website:

In accordance with the provisions of Section 223(7) of the Companies Act 2017, the audited financial statements of the Company for the year ended December 31, 2023, are available on the Company's website www.pakoxygen.com.

10. Conversion of Physical Shares into the Book Entry Form:

In continuation of the Company's earlier notification on the subject through direct letter and notice in the press, shareholders, who still hold shares in physical form, are once again requested to convert their physical shares into book-entry form at the earliest for compliance with Section 72(2) of the Companies Act, 2017. Shareholders may contact a PSX Member, CDC Participant or CDC Investor Accounts Services Provider for assistance in opening a CDS Account and subsequent conversion of the physical shares into book-entry form.

Maintaining shares in book-entry form has many advantages such as safe custody of shares, avoidance of formalities required for issuance of duplicate shares and readily available for sale and purchase in open market, at better rates.

Ballot Paper for voting through post for the Special Business at the Annual General Meeting to be held on Thursday, April 25, 2024, at 02:00 p.m. at the Company's Registered office, West Wharf, Dockyard Road, Karachi.
Phone: +92 21 32313361 (9 lines) Website: www.pakoxygen.com

Folio/CDS Account Number	
Name of Shareholder/Proxy Holder	
Registered Address	
Number of Shares Held	
CNIC/Passport No. (in the case of a foreigner) (copy to be attached)	
Additional information and enclosures (in case of representative of a body corporate, corporation, and Federal Government)	
Name of Authorised Signatory	
CNIC/Passport No. (in the case of a foreigner) of Authorised Signatory (copy to be attached)	

Resolution for Agenda Item No. 3

Resolved as and by way of Special Resolution That the Articles of Association of the Company be and are hereby amended by substituting for the existing Article 129 with the following new article:

Power to capitalize.

129. The Company may upon the recommendation and approval of the Directors resolve that it is desirable to capitalize any part of the amount for the time being standing to the credit of any of the Company's reserve accounts or to the credit of the profit and loss account or otherwise available for distribution, and accordingly that such sum be set free for distribution amongst the Members who would be entitled thereto if distributed by way of dividend and in the same proportions on condition that the same be not paid in cash but be applied either in or towards paying up any amounts for the time being unpaid on any shares held by such Members respectively or paying up in full unissued shares or debentures of the Company to be allotted and distributed credited as fully paid up to and amongst such Members in the proportion aforesaid, or partly in the one way and partly in the other, and the Directors shall give effect to such resolution.

FURTHER RESOLVED THAT the Company Secretary of the Company be and is hereby authorized to take necessary steps and execute documents as may be expedient for the purpose of giving effect to the spirit and intent of the above resolutions.

Resolution for Agenda Item No. 4

RESOLVED THAT the consent and approval of the members of the Company be and is hereby accorded for the circulation by the Company of its annual balance sheet and profit and loss account, auditor's report and directors report, etc. ("Annual Audited Financial Statements") to its members through QR enabled code and web link as notified by the Securities and Exchange Commission of Pakistan vide its SRO 389 (I)/2023 dated March 21, 2023.

Instructions for Poll

- Please indicate your vote by tick marking (✓) the relevant box.
 - In case, if both the boxes are marked as (✓), your poll shall be treated as "Rejected".
- I/We hereby exercise my/our vote in respect of the above resolution through ballot by conveying my/our assent or dissent to the resolution by placing a tick (✓) mark in the appropriate box below;

Resolution	No. of Ordinary Shares for which Votes Cast	I/We Assent to the Resolution (FOR)	I/We Dissent to the Resolution (AGAINST)
Agenda Item 3: To amend the Articles of Association of the Company as stated above.			
Agenda Item 4: To approve the dissemination of annual audited financial statements to Members of the Company through QR enabled code and web link.			

NOTES:

- Dully filled Ballot Paper should be sent to the Chairman of Pakistan Oxygen Limited at West Wharf, Dockyard Road, Karachi or e-mail at chairman.agm@pakoxygen.com
- Copy of the CNIC/Passport (in the case of a foreigner) should be enclosed with the Postal Ballot Form.
- Ballot Paper should reach the Chairman within business hours by or before Wednesday, April 24, 2024. Any postal ballot received after this date, will not be considered for voting.
- Signature on the Ballot Paper should match with the signature on the CNIC/Passport (in the case of a foreigner).
- Incomplete, unsigned, incorrect, defaced, torn, mutilated, or over-written poll paper will be rejected.
- In case of a representative of a body corporate, corporation or Federal Government, the Ballot Paper Form must be accompanied by a copy of the CNIC of an authorised person, an attested copy of Board Resolution, Power of Attorney, Authorisation Letter, etc., in accordance with Section(s) 138 or 139 of the Companies Act, 2017 as applicable. In the case of a foreign body, corporate, etc., all documents must be attested by the Counsel General of Pakistan having jurisdiction over the member.
- Ballot Paper Form has also been placed on the website of the Company at www.pakoxygen.com. Members may download the ballot paper from the website or use an original/photocopy published in newspapers.

Shareholder/Proxy Holder Signature/Authorised Signatory
(In the case of a corporate entity, please affix the company stamp)

Date _____

54x18.2625



PAKISTAN OXYGEN LIMITED

Office Address: West Wharf, Dockyard Road, Karachi-74000. www.pakooxygen.com.

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 75th Annual General Meeting ("AGM") of PAKISTAN OXYGEN LIMITED (the "Company") will be held on Thursday, the 25th day of April 2024 at 2:00 p.m. virtually via Video Link Facility and in person at the Company's Registered Office, West Wharf, Dockyard Road, Karachi to transact the following business:

Ordinary Business:

1. To receive and consider the Financial Statements of the Company for the year ended December 31, 2023 and Reports of the Directors and Auditors thereon.
2. To appoint the external Auditors of the Company and to fix their remuneration.

Special Business:

3. To consider and if thought fit, to amend the Articles of Association of the Company and for this purpose to pass the following resolution as a Special Resolution:

RESOLVED as and by way of Special Resolution THAT the Articles of Association of the Company be and are hereby amended by substituting the existing Article 129 with the following new article:

Power to capitalize

129. The Company may upon the recommendation and approval of the Directors resolve that it is desirable to capitalize any part of the amount for the time being standing to the credit of any of the Company's reserve accounts or to the credit of the profit and loss account or otherwise available for distribution, and accordingly that such sum be set free for distribution amongst the Members who would be entitled thereto if distributed by way of dividend and in the same proportions on condition that the same be not paid in cash but be applied either in or towards paying up any amounts for the time being unpaid on any shares held by such Members respectively or paying up in full unissued shares or debentures of the Company to be allotted and distributed credited as fully paid up to and amongst such Members in the proportion aforesaid, or partly in the one way and partly in the other, and the Directors shall give effect to such resolution.

FURTHER RESOLVED THAT the Company Secretary of the Company be and is hereby authorized to take necessary steps and execute documents as may be expedient for the purpose of giving effect to the spirit and intent of the above resolutions.

4. To consider and if thought fit, to approve the circulation of the annual balance sheet and profit and loss account, auditor's report and directors' report, etc. ("**the Annual Audited Financial Statements**") of the Company to the members of the Company through QR enabled code and web link, instead of transmitting the same in the form of CD/DVD/USB in accordance with and pursuant to S.R.O. 389 (I)/2023 issued by the Securities and Exchange Commission of Pakistan dated March 21, 2023.

A statement of material facts as required under Sections 134 (3) of the Companies Act, 2017 is annexed to this Notice of Meeting and is being sent to the Members.

Karachi:
February 26, 2024

By Order of the Board
Mazhar Iqbal
Company Secretary

Notes:

1. Closure of Share Transfer Books:

Share Transfer Books of the Company will remain closed from April 18, 2024 to April 25, 2024 (both days inclusive). Transfers received at the office of the Company's Shares Registrar, CDC Share Registrar Services Limited, CDC House, 99-B, Block-B, S.M.C.H.S., Main Shahrah-e-Faisal, Karachi-74400 at the close of business on April 17, 2024, will be treated in time to attend and vote at the AGM.

2. Attendance in the Meeting:

A member entitled to attend, speak and vote at the AGM may appoint a proxy to attend and vote on his/her behalf and a proxy so appointed shall have the same rights in respect of speaking and voting at the meeting as are available to a

Member. An instrument of proxy in order to be effective must be deposited at the Company's Registered Office, West Wharf, Dockyard Road, Karachi-74000 or through email at mazhar.iqbal@pakoxygen.com not less than 48 hours before the time of the meeting. The proxy must be a member of the Company, except that a corporation being a member of the Company may appoint as its proxy one of the officers or some other person though not a member of the Company. Further copies of the instrument of proxy may be downloaded from the Company's website: (www.pakoxygen.com).

Members are requested to immediately notify any change in their address or bank mandate as registered to the Company's Share Registrar, CDC Share Registrar Services Limited at their above mentioned address.

3. Guidelines for CDC Account Holders:

Account Holders of Central Depository Company of Pakistan Limited ("CDC") will further have to follow the under-mentioned guidelines as laid down in Circular 1, dated 26 January 2000 issued by the Securities and Exchange Commission of Pakistan:

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 as per the Regulations, shall authenticate his/her identity by showing his/her original Computerized National Identity Card (CNIC) or original passport as applicable at the time of attending the meeting.
- ii) In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of the meeting.

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 as per the Regulations, 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 the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- iv) The proxy shall produce his/her original CNIC or original passport as applicable at the time of the meeting.
- v) In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

4. Procedure for E-voting and Voting through Post:

Pursuant to Companies (Postal Ballot) Regulations, 2018 amended through Notification dated December 05, 2022, issued by the Securities and Exchange Commission of Pakistan ("SECP"), members of the Company will be allowed to exercise their right to vote through electronic voting facility and voting by post for the special businesses in its AGM to be held on April 25, 2024, in accordance with the requirements and subject to the conditions contained in the aforesaid Regulations.

- i) Details of the e-voting facility will be shared through an e-mail with those members of the Company who have their valid CNIC numbers, cell numbers, and e-mail addresses available in the register of members of the Company by the close of business of April 17, 2024.
- ii) The web address, login details, password, will be communicated to members via email. The security codes will be communicated to members through SMS from web portal of CDC Share Registrar Services Limited (being the e-voting service provider).
- iii) Identity of the Members intending to cast vote through e-voting shall be authenticated through electronic signature or authentication for login.
- iv) Members shall cast vote online at any time from April 18, 2024, 09:00 a.m. to April 24, 2024. Voting shall close on April 24, 2024, at 5:00 p.m. Once the vote on a resolution is cast by a Member, he / she shall not be allowed to change it subsequently.
- v) The members shall ensure that duly filled and signed ballot paper along with copy of Computerized National Identity Card (CNIC) should reach the Chairman of the meeting through post on the Company's registered address, West Wharf, Dockyard Road, Karachi, or email at chairman.agm@pakoxygen.com one day before the AGM on April 24, 2024,

during working hours. The signature on the ballot paper shall match with the signature on CNIC.

vi) For the convenience of the Members, ballot paper is annexed to this notice and the same is also available on the Company's website at www.pakoxygen.com.

5. Participation in the AGM through Video Link Facility:

The Company has made necessary arrangement to hold its AGM proceedings also via video conference facility. Shareholders, interested to participate in the AGM through video link, are requested to send their particulars, as set out in the table below, by email, WhatsApp, or any other electronic mean or by post or courier with the subject "Registration for AGM of Pakistan Oxygen Limited-2024" along with valid copy of both sides of CNIC to Email: mazhar.iqbal@pakoxygen.com, Cell Phone Number: +92 301 8221709, Registered Office Address: Pakistan Oxygen Limited, West Wharf, Dockyard Road, Karachi-74000.

The video link and login credentials will be shared with only those members/appointed proxies, whose emails, containing the aforesaid particulars, are received by the Company at least 48 hours before the time of AGM.

Name of Shareholder	CNIC No.	Folio No.	Cell No.	Email Address

6. Submission of CNIC/NTN (Mandatory):

Shareholders, who have not yet submitted photocopy of their valid CNIC to the Company/Share Registrar, are once again requested to send their CNIC (copy) at the earliest directly to the Company's Share Registrar. Corporate Entities are also requested to provide their National Tax Number (NTN).

As per Regulation No. 6 of the Companies (Distribution of Dividend) Regulations, 2017, the Company will be constrained to withhold payment of dividend to shareholders, in case of non-availability of identification number of the shareholder or authorized person (CNIC or NTN).

7. Unclaimed Shares/Unpaid Dividend:

As per the provisions of Section 244 of the Companies Act, 2017, any shares issued or dividend declared by the Company which have remained unclaimed of three years from the date it was due and payable are required to be deposited with the Commission for credit to the Federal Government after Issuance of notices to the shareholders to file their claims. The details of the shares issued and dividend declared by the Company which have remained unclaimed/unpaid for a period of three years from the date these have become due and payable are available on Company's website www.pakoxygen.com. The Company has also issued notices to shareholders and published a Final Notice in the newspapers to lodge their claims within 90 days of notice to the Company's aforesaid Share Registrar. Shareholders are requested to ensure that their claims for unclaimed shares/unpaid dividends are lodged timely. In case no claim is received within the given period, the Company shall proceed to deposit the unclaimed/unpaid amount with the Federal Government pursuant to sub-section 2 of Section 244 of the Companies Act, 2017.

8. CIRCULATION OF AUDITED FINANCIAL STATEMENTS THROUGH E-MAIL AND BY CD/DVD/USB:

Pursuant to the SECP's SRO No. 470(I)/2016 dated May 31, 2016, the SECP has allowed companies to circulate its audited financial statements to the shareholders along with the notice of the AGM through CD/DVD/USB or any other electronic media at their registered addresses.

Shareholders, who wish to receive hard copy of the financial statements (annual report) along with notice of AGM, may send the Standard Request Form to the Company's Share Registrar. The Standard Request Form is available from the Company's website: (www.pakoxygen.com).

9. Availability of Annual Audited Financial Statements on the Company's Website:

In accordance with the provisions of Section 223(7) of the Companies Act 2017, the audited financial statements of the Company for the year ended December 31, 2023, are available on the Company's website www.pakoxygen.com.

10. Conversion of Physical Shares into the Book Entry Form:

In continuation of the Company's earlier notification on the subject through direct letter and notice in the press, shareholders, who still hold shares in physical form, are once again requested to convert their physical shares into book-entry form at the earliest for compliance with Section 72 (2) of the Companies Act, 2017. Shareholders may contact a PSX Member, CDC Participant or CDC Investor Accounts Services Provider for assistance in opening a CDS Account and subsequent conversion of the physical shares into book-entry form.

Maintaining shares in book-entry form has many advantages such as safe custody of shares, avoidance of formalities required for issuance of duplicate shares and readily available for sale and purchase in open market, at better rates.

Statement of Material Facts as Required Under Section 134 (3) of the Companies Act, 2017.

Agenda Item No. 3 – Amendment to Articles of Association of the Company

The current requirements outlined in Article 129 of the Articles of Association of the Company state that the capitalization of reserves must be approved by the members of the Company at a general meeting of the Company. At present, the process of obtaining approval from members for capitalizing reserves is both time-consuming and expensive. To address this issue, the Board of Directors (the 'Board') has recommended the amendments to Article 129 of the Company's Articles of Association, such that the Board of the Company are solely authorized to approve the capitalization of reserves. This amendment will simplify and facilitate the issuance of bonus shares or debentures by the Company.

For this purpose, it is proposed that the resolution set out in the notice at Agenda item 3 be passed as a Special Resolution.

The Board confirms that to the best of their knowledge and belief, the proposed alterations are in line with the applicable provisions of the law and regulatory framework.

The Directors, Sponsors, majority shareholders and their relatives are not interested directly or indirectly in the above business except to the extent of shares that are held by them in the Company.

The existing and proposed altered provision of the Company's Articles of Association are set out below:

EXISTING

Power to capitalize.

129. The Company in General Meeting may upon the recommendation of the Directors resolve that it is desirable to capitalize any part of the amount for the time being standing to the credit of any of the Company's reserve accounts or to the credit of the profit and loss account or otherwise available for distribution, and accordingly that such sum be set free for distribution amongst the Members who would be entitled thereto if distributed by way of dividend and in the same proportions on condition that the same be not paid in cash but be applied either in or towards paying up any amounts for the time being unpaid on any shares held by such Members respectively or paying up in full unissued shares or debentures of the Company to be allotted and distributed credited as fully paid up to and amongst such Members in the proportion aforesaid, or partly in the one way and partly in the other, and the Directors shall give effect to such resolution.

PROPOSED

Power to capitalize.

129. The Company may upon the recommendation and approval of the Directors resolve that it is desirable to capitalize any part of the amount for the time being standing to the credit of any of the Company's reserve accounts or to the credit of the profit and loss account or otherwise available for distribution, and accordingly that such sum be set free for distribution amongst the Members who would be entitled thereto if distributed by way of dividend and in the same proportions on condition that the same be not paid in cash but be applied either in or towards paying up any amounts for the time being unpaid on any shares held by such Members respectively or paying up in full unissued shares or debentures of the Company to be allotted and distributed credited as fully paid up to and amongst such Members in the proportion aforesaid, or partly in the one way and partly in the other, and the Directors shall give effect to such resolution.

Agenda Item No. 4 – Dissemination of Annual Audited Financial Statements through QR Enabled Code and Web Link.

Pursuant to the authorization of the Securities and Exchange Commission of Pakistan vide its SRO 389 (I)/2023 dated March 21, 2023 regarding the dissemination of information such as annual audited financial statements, the Company proposes to utilize QR codes and web links instead of traditional methods like CDs, DVDs, and USBs. Additionally, if members prefer, the information can be sent to their email addresses.

However, to accommodate the shareholders' preferences, a standard request form is available on the company's website for those who wish to receive physical copies of the annual audited financial statements and related documents at their registered addresses.

For this purpose, it is proposed that the following resolution be passed as an ordinary resolution at this General Meeting:

RESOLVED THAT the consent and approval of the members of the Company be and is hereby accorded for the circulation by the Company of its annual balance sheet and profit and loss account, auditor's report and directors report, etc. ("Annual Audited Financial Statements") to its members through QR enabled code and weblink as notified by the Securities and Exchange Commission of Pakistan vide its SRO 389 (I)/2023 dated March 21, 2023.

Subsequently, the notice of the annual general meeting shall be dispatched to the members as per requirements of the Companies Act 2017, to their registered addresses, containing the QR code and the weblink address to view and download the Annual Audited Financial Statements.

The Directors, Sponsors, majority shareholders and their relatives are not interested directly or indirectly in the above business except to the extent of shares that are held by them in the Company.

BALLOT PAPER

ANNUAL GENERAL MEETING

Ballot paper for voting through post for the Special Businesses at the Annual General Meeting to be held on Thursday, April 25, 2024, at 02:00 p.m. at the Company's Registered office, West Wharf, Dockyard Road, Karachi.

Phone: +92 21 32313361 (9 lines) Website: www.pakoxygen.com.

Folio / CDS Account Number	
Name of Shareholder / Proxy Holder	
Registered Address	
Number of shares Held	
CNIC/Passport No. (in case of foreigner) (copy to be attached)	
Additional information and enclosures (in case of representative of body corporate, corporation, and federal Government)	
Name of Authorized Signatory	
CNIC/Passport No. (in case of foreigner) of Authorized Signatory (copy to be attached)	

Resolution for Agenda Item No. 3

RESOLVED as and by way of Special Resolution THAT the Articles of Association of the Company be and are hereby amended by substituting for the existing Article 129 with the following new article:

Power to capitalize

129. The Company may upon the recommendation and approval of the Directors resolve that it is desirable to capitalize any part of the amount for the time being standing to the credit of any of the Company's reserve accounts or to the credit of the profit and loss account or otherwise available for distribution, and accordingly that such sum be set free for distribution amongst the Members who would be entitled thereto if distributed by way of dividend and in the same proportions on condition that the same be not paid in cash but be applied either in or towards paying up any amounts for the time being unpaid on any shares held by such Members respectively or paying up in full unissued shares or debentures of the Company to be allotted and distributed credited as fully paid up to and amongst such Members in the proportion aforesaid, or partly in the one way and partly in the other, and the Directors shall give effect to such resolution.

FURTHER RESOLVED THAT the Company Secretary of the Company be and is hereby authorized to take necessary steps and execute documents as may be expedient for the purpose of giving effect to the spirit and intent of the above resolutions.

Resolution for Agenda Item No. 4

RESOLVED THAT the consent and approval of the members of the Company be and is hereby accorded for the circulation by the Company of its annual balance sheet and profit and loss account, auditor's report and directors report, etc. ("Annual Audited Financial Statements") to its members through QR enabled code and weblink as notified by the Securities and Exchange Commission of Pakistan vide its SRO 389 (I)/2023 dated March 21, 2023.

Instructions For Poll			
1. Please indicate your vote by ticking (✓) the relevant box.			
2. In case if both the boxes are marked as (✓), you poll shall be treated as "Rejected".			
I/we hereby exercise my/our vote in respect of the above resolutions through ballot by conveying my/our assent or dissent to the resolution by placing tick (✓) mark in the appropriate box below;			
Resolution	No. of ordinary shares for which votes cast	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
Agenda Item 3: To amend the Articles of Association of the Company as stated above.			
Agenda Item 4: To approve the dissemination of annual audited financial statements to Members of the Company through QR enabled code and web link.			

Notes:

- Dully filled ballot paper should be sent to the Chairman of Pakistan Oxygen Limited at West Wharf, Dockyard Road, Karachi or e-mail at chairman.agm@pakoxygen.com.
- Copy of CNIC/ Passport (in case of foreigner) should be enclosed with the postal ballot form.
- Ballot paper should reach the Chairman within business hours by or before Wednesday, April 24, 2024. Any postal ballot received after this date, will not be considered for voting.
- Signature on ballot paper should match with signature on CNIC/ Passport. (in case of foreigner).
- Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written poll paper will be rejected.
- In case of a representative of a body corporate, corporation or Federal Government, the Ballot Paper Form must be accompanied by a copy of the CNIC of an authorized person, an attested copy of Board Resolution, Power of Attorney, Authorization Letter etc., in accordance with Section(s) 138 or 139 of the Companies Act, 2017 as applicable. In the case of foreign body corporate etc., all documents must be attested by the Counsel General of Pakistan having jurisdiction over the member.
- Ballot Paper form has also been placed on the website of the Company at: www.pakoxygen.com. Members may download the ballot paper from the website or use an original/photocopy published in newspapers.

Date: _____

Shareholder / Proxy holder Signature/Authorized Signatory
(In case of corporate entity, please affix company stamp)

FORM OF PROXY

ANNUAL GENERAL MEETING

I/We _____ of _____ in the district
of _____ being a member of Pakistan Oxygen Limited, hereby appoint
_____ of _____
as my/our proxy, and failing him/her _____
of _____ another Member of the Company to vote for me/us and on my/
our behalf at the Annual General Meeting of the Company to be held via video link facility and in person on the 25th day of April 2024 and
at adjournment thereof.

Signed on this _____ day of _____ 2024 in the presence of:

Name _____

Name _____

Address _____

Address _____

CNIC or Passport No. _____

CNIC or Passport No. _____

Folio / CDC Account No.

Signature on
Revenue Stamp of Rs. 10/-

This signature should agree with the
specimen registered with the company

Important

- The Proxy Form, duly completed and signed, must be received at the Registered Office of the Company, West Wharf, Dockyard Road, Karachi not less than 48 hours before the time of holding the meeting.
- No person shall act as proxy unless he himself/herself is a member of the Company, except that a corporation may appoint a person who is not a member.
- If a member appoints more than one proxy and more than one instruments of proxy are deposited by a member with the Company, all such instruments of proxy shall be rendered invalid.

For Cdc Account Holders/corporate Entities:

In addition to the above the following requirements have be met:

- The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- The proxy shall produce his/her original CNIC or original passport at the time of the meeting.
- In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

پراکسی فارم سالانہ اجلاس عام

میں/ہم _____ سکنہ _____ ضلع _____ بحیثیت ممبر
پاکستان آکسیجن لمیٹڈ، بذریعہ ہذا کمپنی کے ممبر _____ سکنہ _____ کو اپنا پراکسی مقرر کرتا
ہوں/ا کرتی ہوں/ا کرتے ہیں اور اس کی عدم موجودگی میں کمپنی کے دوسرے ممبر _____ کو اپنی جگہ کمپنی کے سالانہ اجلاس عام میں جو
25 اپریل 2024ء کو ویڈیو لنک کے ذریعے اور ذاتی حیثیت میں منعقد ہوگا، میں شرکت کرنے اور میری/ہماری جگہ ووٹ دینے کا حقدار مقرر کرتا ہوں/ا کرتی ہوں/ا کرتے ہیں۔
میں/ہم نے آج مورخہ _____ 2024ء کو درج ذیل کی موجودگی میں دستخط کیے۔

1. دستخط _____ نام _____
2. دستخط _____ نام _____
پتہ _____ پتہ _____
سی این آئی سی یا پاسپورٹ نمبر _____ سی این آئی سی یا پاسپورٹ نمبر _____

فولیو سی ڈی سی اکاؤنٹ نمبر

دس روپے کے ریونیو سٹیپ پر دستخط

دستخط، کمپنی کے پاس رجسٹرڈ نمونے کے دستخط کے مطابق ہونے چاہئیں۔

اہم نوٹ:

- یہ پراکسی فارم، مکمل پر شدہ اور دستخط شدہ، کمپنی کے رجسٹرڈ دفتر واقع ویسٹ وہارف، ڈاکٹریٹ روڈ، کراچی میں اجلاس کے انعقاد کے وقت سے کم از کم 48 گھنٹے قبل
لازمًا وصول ہو جانا چاہیے۔
- کوئی شخص جو خود کمپنی کا ممبر نہ ہو، پراکسی مقرر نہیں کیا جاسکتا سوائے کارپوریشن کے جو کسی ایسے شخص کو پراکسی مقرر کر سکتی ہے جو کمپنی کا ممبر نہ ہو۔
- اگر کوئی شخص ایک سے زیادہ پراکسی مقرر کرتا ہے اور کمپنی کے پاس ایک سے زیادہ پراکسی جمع کراتا ہے تو پراکسی کی ایسی تمام دستاویزات غیر موثر قرار دی جائیں گی۔

سی ڈی سی اکاؤنٹ ہولڈرز/کارپوریٹ اداروں کیلئے:

درج بالا کے علاوہ درج ذیل شرائط بھی پوری کرنا لازمی ہے:

- پراکسی فارم پر دو گواہان کے دستخط ہونے چاہئیں جن کے نام، پتے اور سی این آئی سی نمبر فارم پر درج ہوں۔
- بئیفیشیل اور نو پراکسی کے سی این آئی سی یا پاسپورٹ کی تصدیق شدہ کاپیاں پراکسی فارم کے ساتھ فراہم کی جائیں۔
- پراکسی کو اجلاس میں شرکت کے وقت اپنا اصل سی این آئی سی یا پاسپورٹ پیش کرنا ہوگا۔
- کارپوریٹ ادارہ ہونے کی صورت میں بورڈ آف ڈائریکٹرز کی قرارداد/پاور آف اٹارنی اور نمونے کے دستخط (اگر پہلے سے جمع نہ کرائے گئے ہوں) کمپنی کو فراہم کرنا لازمی ہے۔