

Our Reference: SEC/D.7/13/24

April 03, 2024

***The General Manager***

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

Dear Sir,

**NOTICE OF ANNUAL GENERAL MEETING**

Further to our letter No. SEC/D.7/12/24 dated April 02, 2024, on the subject accompanying advance copy of Notice of Annual General Meeting ("AGM"), please find attached copies of the Company's Notice of AGM, which appeared today, the 3<sup>rd</sup> day of April 2024, in one issue of each of a daily newspaper in English (the Daily Business Recorder) and a daily newspaper in Urdu (the Daily Dunya).

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





# PAKISTAN OXYGEN LIMITED

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 75<sup>th</sup> Annual General Meeting ("AGM") of PAKISTAN OXYGEN LIMITED (the "Company") will be held on Thursday, the 25<sup>th</sup> 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.

**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 the 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 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](mailto: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, the copies of the instrument of proxy may be downloaded from the Company's website: ([www.pakoxygen.com](http://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 2020 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 the specimen signature shall be submitted (unless it has been provided earlier) along with the 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 the members of the Company by the close of business of April 17, 2024.
- The web address, login details, password, will be communicated to the members via email. The security codes will be communicated to the 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.
- The members shall cast vote online at any time from April 18, 2024, 09:00 a.m. to April 24, 2024, 09:00 a.m. to 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.
- The members shall ensure that duly filled and signed ballot paper along with the 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](mailto:Chairman.agm@pakoxygen.com) one day before the AGM on April 24, 2024 during working hours. The signature on the ballot paper should 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](http://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](mailto: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).

PAGE 1 OF 4



