

ELECTION OF DIRECTORS

Members are hereby informed that pursuant to Section 159 (4) of the Companies Act, 2017 (the “Act”) and sub-regulation 10 of Regulation 7A of Code of Corporate Governance Regulations 2019 (the “Code”), the following persons have filed with the Company notices of their intention to offer themselves for election of directors for the term of three (03) years at the 22nd Extra-Ordinary General Meeting (EOGM) to be held on **Friday, July 12, 2024 at 11:30 a.m. at Attock House, Morgah, Rawalpindi** and also through video link:

For Election under "Others Directors Category"

1. Mr. Laith G. Pharaon
2. Mr. Wael G. Pharaon
3. Mr. Shuaib A. Malik
4. Mr. Abdus Sattar
5. Mr. Shamim Ahmad Khan

For Election under "Independent Directors Category"

1. Mr. Tariq Iqbal Khan
2. Mr. Mohammad Haroon
3. Mr. Muhammad Ahmad

For Election under “Female Directors Category”

‘No’ nomination received under this category.

The Board of Directors of the Company had fixed the number of directors to be elected in the upcoming EOGM to **Seven (07)**:

Pursuant to Section 159(3) of the Act and sub-regulation 08 of Regulation 7A of the Code, the Company has received five (05) intentions for the “Other Directors Category”, three (03) intentions under the “Independent Directors Category” while, no intention was received under the “Female Directors Category”. Since the number of persons who have offered themselves to be elected in the “Other Directors Category” are not more than the number of Directors fixed by the Board, therefore all the contestants under the “Other Directors Category” shall be deemed to be elected un-opposed as Directors of the Company.

The nominations received under the “Independent Directors Category” are more than the number of Directors fixed by the Board, therefore election of directors will be held under this category.

Detailed profiles of the above candidates are available at the Company's website on the link www.arl.com.pk/election-of-directors/.

Notes:

- a) A shareholder shall have such number of votes as is equal to the product of the number of voting shares held by him/her and the number of Directors to be elected in the Independent Directors Category;
- b) A shareholder may cast all his votes to a single candidate or distribute them among multiple candidates in such manner as he/she may choose in the Independent Directors Category;
- c) The candidate who gets the highest number of votes in the Independent Directors Category, shall be declared elected as Director and subsequently the candidate who gets the next highest number of votes shall also be declared elected, continuing until all the available director positions are filled in that category.

Procedure for E-Voting and Voting Through Postal Ballot for Election of Directors

Pursuant to the Companies (Postal Ballot) Regulations, 2018, shareholders of the Company are hereby provided the facility of e-voting and voting through Postal Ballot in the EOGM to be held on Friday, July 12, 2024 at 11:30 a.m. at registered office of the Company.

i. E-Voting:

- a) Details of the E-Voting facility will be shared through an e-mail with those members of the Company who have their Computerized National Identity Card (CNIC) numbers, cell numbers and e-mail addresses available in the register of members of the Company.
- b) The web address, login details and password will be communicated to members via email. The security codes will be communicated to members through SMS from the web portal of the E-Voting service provider.
- c) Identity of the members intending to cast votes through E-Voting shall be authenticated through electronic signature or authentication for login.
- d) E-Voting lines will start from **July 08, 2024 at 09:00 a.m.** and shall close on **July 11, 2024 at 5:00 p.m.** Members can cast their votes at any time during this

period. Once the vote is casted by a Member, he / she shall not be allowed to change it subsequently.

ii. Postal Ballot:

- a) Members may alternatively opt for voting through postal ballot. For convenience of the members, Ballot Paper is annexed to this notice and the same is also available at the Company's website on link www.arl.com.pk/election-of-directors/.
- b) The members shall ensure that duly filled and signed ballot paper, along with copy of valid CNIC or passport for foreign member and Board Resolution /Power of Attorney for body corporate, Corporation and Federal Government, should reach the Chairman of the meeting through post on the Company's registered address at **The Refinery, P.O. Morgah, Rawalpindi (Attention of the Company Secretary) or email at 22eogm@arl.com.pk on or before July 11, 2024 during working hours.** The signature on the ballot paper shall match with the signature on CNIC. A postal ballot received after this time / date shall not be considered for voting.

Appointment of Scrutinizer:

In accordance with Regulation No. 11 of the Companies (Postal Ballot) Regulations, 2018, the Board of the Company has appointed M/s. UHY Hassan Naeem & Co., Chartered Accountants who have required qualification and experience to act as Scrutinizer and to undertake the responsibilities as defined in Regulation No. 11A to scrutinize the voting process in that particular meeting.

By order of the Board



Saif-ur-Rehman Mirza
Company Secretary

Registered Office:
The Refinery, P.O,
Morgah, Rawalpindi.

July 04, 2024



ATTOCK REFINERY LIMITED

POSTAL BALLOT PAPER

for voting through post at the Extra Ordinary General Meeting to be held on Friday, July 12, 2024, at 11.30 AM. at Attock House, Morgah, Rawalpindi.

Phone: 051-5487041-45, Website: www.arl.com.pk

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)	

I/we hereby exercise my/our vote in respect of the Election of Directors of Attock Refinery Limited (“the Company”) to be held on July 12, 2024, through postal ballot to elect two (02) Directors of the Company under “Independent Directors Category” as fixed by the Board of Directors in accordance with the provision of section 159 (1) of the Companies Act, 2017 for a term of three (3) years:

For “Independent Directors” Category

S. No.	Name of Directors	No. of Ordinary Shares, used for voting in favour of the Director	Number of Votes (number of voting shares x 2 to be elected)
01	Mr. Tariq Iqbal Khan		
02	Mr. Mohammad Haroon		
03	Mr. Muhammad Ahmad		

Date _____

Shareholder / Proxy Holder Signature/Authorized Signatory

(In case of corporate entity, please affix company’s stamp)

INSTRUCTIONS FOR POLL

Notes:

1. Duly filled postal ballot should be sent to Chairman of the meeting through post at The Refinery. P.O. Morgah, Rawalpindi (Attention of the Company Secretary) or e-mail at 22eogm@arl.com.pk
2. Copy of valid CNIC/ Passport (in case of foreigner) should be enclosed with the Postal Ballot paper form.
3. Ballot Paper should reach the Chairman within business hours by or before **July 11, 2024**. Any Postal Ballot received after this date, will not be considered for voting.
4. Signature on Ballot Paper should match with signature on valid CNIC/ Passport. (In case of foreigner).
5. Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written poll paper will be rejected.
6. In case of a representative of a body corporate, corporation or Federal Government, the Postal Ballot paper form must be accompanied by a copy of the valid 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.
7. Postal Ballot paper form has also been placed at the website of the Company on the link www.arl.com.pk/election-of-directors/. Members may download the Postal Ballot paper from the website or use an original/photocopy published in newspapers.