



Sitara Petroleum Service Limited

MAKING **PROGRESS** TOGETHER

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

NOTICE OF ANNUAL GENERAL MEETING

Dear Sir,

This is to announce that Sitara Petroleum Service Limited (the "Company") intends to hold its Annual General Meeting for the year ended June 30, 2026 on Tuesday, October 27, 2026 at 9:00 AM at Royal Palm Golf & Country Club, Lahore. The Notice of Meeting is attached for information.

The Share Transfer Books of the Company will remain closed from October 20, 2026 to October 27, 2026 (both days inclusive).

Please note that transfers received at the office of the Company's Share Registrar, CDC Share Registrar Services Limited, by the close of business on October 19, 2026 will be treated as being in time for the purpose of determining the entitlement of transferees.

Further, in pursuance of Clause 5.6.9(b) of the Listing Regulations of Pakistan Stock Exchange, please find attached herewith also a copy of the Notice to be published in the newspapers.

Yours faithfully,

For Sitara Petroleum Service Limited


Abdul Rehman Farooq Butt
Company Secretary



Encl: As above



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NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the **Annual General Meeting ("AGM")** of **Sitar Petroleum Service Limited** (the "Company") will be held on **Tuesday, October 27, 2026 at 9:00 am** at **Royal Palm Golf & Country Club, Lahore**, to transact the following business:

Ordinary Business:

1. To receive, consider and adopt the audited financial statements of **Sitar Petroleum Service Limited** (the 'Company') for the year ended **June 30, 2026**, together with the Directors' and Auditors' Reports thereon and Chairman's Review Report.
2. To approve the final cash dividend of **Rs. 1.00 per share i.e. 100%** as recommended by the Board of Directors for the year ended June 30, 2026.
3. To appoint Auditors and fix their remuneration. The members are hereby given notice that the Audit Committee and the Board of Directors have recommended the name of retiring auditors **M/s. Ilyas Seed & Co.** for re-appointment as auditors of the Company.

Lahore
October 5, 2026

By Order of the Board

Abdur Rehman Farooq Butt
Company Secretary

NOTES:

1. The Share Transfer Books of the Company will remain closed from **October 20, 2026 to October 27, 2026** (both days inclusive). Transfers received in order by our Shares Registrar, **M/s. CDC Share Registrar Services Limited, CDC House, 99-B, Block 'B', S.M.C.H.S., Main Shahrah-e Faisal, Karachi**, by the close of business on **October 19, 2026** will be considered in time for the purpose of entitlement of final cash dividend and to attend, speak and vote at the AGM.
2. A member of the Company entitled to attend and vote at the Annual General Meeting may appoint another member as his / her proxy to attend and vote in place of him / her at the meeting. Proxies in order to be effective must be received at the Registered Office of the Company duly stamped and signed not less than **48 hours before the time of meeting**. A proxy must be a member of the Company. Proxy Forms in Urdu and English languages are attached to the notice circulated to the shareholders.



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3. Members who have deposited their shares into Central Depository Company of Pakistan Limited (“CDC”) will further have to follow the guidelines as laid down by the Securities and Exchange Commission of Pakistan in Circular No. 1 of 2000.

4. The members can also participate in the AGM through video link facility.

To attend the AGM through video link, members and their proxies are requested to register their following particulars by sending an e-mail at ir@sitarapetroleum.com.

Folio / CDC Account No.	No. of shares held	Name	CNIC No	Cell No	Email address

The video link and login credentials will be shared with the shareholders whose e-mails, containing all the requested particulars, are received at the given e-mail address, by or before the close of business hours (5:00 p.m.) on **October 25, 2026**.

5. In accordance with the provisions of Section 242 of the Companies Act, 2017, it is mandatory for a listed Company to pay cash dividend to its shareholders only through electronic mode directly into bank account designated by the entitled shareholders. In order to receive dividends directly into their bank account, shareholders are requested to submit Electronic Credit Mandate directly to the shareholder’s Broker/Participant/CDC Account Services.

6. In compliance with Section 150 read with Division I of Part III of the First Schedule of the Income Tax Ordinance, 2001 withholding tax on dividend income will be deducted as per applicable law. Withholding tax exemption from the dividend income shall only be allowed if a copy of a valid tax exemption certificate is made available to the Share Registrar, **M/s. CDC Share Registrar Services Limited, CDC House, 99-B, Block 'B', S.M.C.H.S., Main Shahrah-e-Faisal, Karachi**, of the Company by the first day of book closure.

According to the FBR, withholding tax in the case of joint accounts will be determined separately based on the “Filer/ Non-Filer” status of the principal shareholder as well as the status of the joint holder(s) based on their shareholding proportions. Members that hold shares with joint shareholders are requested to provide the shareholding proportions of the principal shareholder and the joint holder(s) in respect of shares held by them to our Share Registrar, **M/s. CDC Share Registrar Services Limited, CDC House, 99-B, Block 'B', S.M.C.H.S., Main Shahrah-e-Faisal, Karachi**, in writing. In case the required information is not provided to our Registrar it will be assumed that the shares are held in equal proportion by the principal shareholder and the joint holder(s).



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7. In accordance with Section 223(6) of the Companies Act, 2017 and S.R.O. 452(I)/2025 dated March 17, 2025, the Annual Report, comprising Audited Financial Statements, Notice of Annual General Meeting and other related materials, has been sent electronically to those members whose email addresses are available with the Company, and hard copy to the remaining members. The Financial Statements of the Company for the year ended June 30, 2026 along with the related reports have also been placed on the Company's website and may be accessed through the below link/QR Code.

<https://sitarapetroleum.com/investor-relations/>



8. In terms of SRO 452 (I)/2025 dated March 17, 2025, issued by SECP, no gifts will be distributed at the meeting.

9. The members of the Company are required to submit Declaration for Zakat exemption in terms of Zakat and Ushr Ordinance, 1980 to the Company.

10. For any query / information, the investors may contact the Shares Registrar:

CDC Share Registrar Services Limited

Tel: (92-21) 111-111-500,

E-mail address: info@cdcsrsl.com

and / or the Company

Sitara Petroleum Service Limited

83-A, E/1, Main Boulevard, Gulberg III, Lahore

Phone No.: 111-333-331

E-mail: ir@sitarapetroleum.com



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FORM OF PROXY

ANNUAL GENERAL MEETING

Affix
Rupees
50/-
Stamps

The Company Secretary

Sitara Petroleum Service Limited

83-A, E/1 Main Boulevard, Gulberg III, Lahore.

I/We _____ of _____, being a member(s) of Sitara Petroleum Service Limited and holder of _____ Ordinary Shares as per the Members' Register, Folio/CDC Account No. _____ hereby appoint Mr. _____ of _____ or failing him Mr. _____ of _____ or failing him Mr. _____ of _____ as my/our Proxy in my/our absence to attend and vote for me/us, and on my/our behalf at the 1st Annual General Meeting of the Company to be held on Tuesday, October 27, 2026 at 9:00 a.m. at Royal Palm Golf & Country Club, Lahore and at any adjournment thereof.

Signed under my/our hand(s) this _____ day of October 2026.

Signature of Member	Signature of Proxy	Name	Folio/CDC A/c No.
_____	_____	_____	_____

WITNESSES:

1. Signature

Name

Address

CNIC or Passport No.

2. Signature

Name

Address

CNIC or Passport No.

NOTE:

1. A Member entitled to attend and vote at the above meeting may appoint a person/representative as Proxy to attend and vote on his behalf at the Meeting. The instrument of Proxy in order must be received at the Registered Office of the Company at 83-A, E/1 Main Boulevard, Gulberg III, Lahore not less than 48 hours before the time of holding of the meeting.

2. The shareholders in Central Depository System (CDS) are requested to attach an attested photocopy of their National Identity Card or Passport with this Proxy Form before submission to the Company.

3. In the case of a corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be submitted with this Proxy Form before submission to the Company.



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پراکسی فارم

سالانہ اجلاس عام
27 اکتوبر، 2026ء

کمپنی سیکریٹری

ستارہ پٹرولیم سروس لمیٹڈ

A E/1-83 مین بلیوارڈ، گلبرگ III، لاہور

میں/ہم _____ ساکن _____ بطور حصص دار ستارہ پٹرولیم سروس لمیٹڈ
رجسٹرڈ فیلو/سی ڈی سی اکاؤنٹ نمبر _____ اور حامل _____ عدد عام حصص کی حیثیت سے
جناب _____ ساکن _____ یا ان کی غیر موجودگی پر
جناب _____ ساکن _____ یا ان کی غیر موجودگی پر
جناب _____ ساکن _____ کو میری/ہماری جانب سے کمپنی کے
سالانہ اجلاس عام، بروز منگل 27 اکتوبر، 2026ء، صبح 9:00 بجے، رائل پام گالف اینڈ کنٹری کلب، لاہور میں شرکت کرنے اور حق رائے دہی استعمال کرنے کے
لیے، اور کسی بھی التواء کی صورت میں بھی، اپنا/ہمارا نمائندہ (پراکسی) مقرر کرتا/کرتی ہوں۔

50 روپے کا ریونیو
اسٹامپ چسپاں کریں

بروز _____ اکتوبر _____ 2026ء

پراکسی کے دستخط

حصص دار کے دستخط

دستخط	دستخط
نام	نام
پتہ	پتہ
قومی شناختی کارڈ یا پاسپورٹ نمبر	قومی شناختی کارڈ یا پاسپورٹ نمبر

نوٹ:

- درج بالا اجلاس میں شرکت اور ووٹ کا حق رکھنے والا رکن کسی بھی دوسرے شخص/نمائندے کو اپنی طرف سے اجلاس میں شرکت اور ووٹ کے لیے پراکسی مقرر کر سکتا ہے۔ مکمل پراکسی فارم کمپنی کے رجسٹرڈ آفس واقع A E/1-83 مین بلیوارڈ، گلبرگ III، لاہور میں اجلاس کے انعقاد سے کم از کم 48 گھنٹے قبل موصول ہونا چاہیے۔
- سنٹرل ڈپازٹری سسٹم (CDS) میں حصص رکھنے والے حصص داران سے درخواست ہے کہ پراکسی فارم کمپنی کو جمع کرانے سے قبل اپنے قومی شناختی کارڈ یا پاسپورٹ کی مصدقہ فوٹو کاپی لازماً منسلک کریں۔
- کارپوریٹ ادارے کی صورت میں، بورڈ آف ڈائریکٹرز کی قرارداد/پاور آف اٹارنی بمعہ نامزد نمائندے کے نمونہ دستخط اس پراکسی فارم کے ساتھ کمپنی کو جمع کرائیں۔