



# ATTOCK PETROLEUM LIMITED

## NOTICE OF EXTRAORDINARY GENERAL MEETING

Notice is hereby given that the 13<sup>th</sup> Extraordinary General Meeting being the 35<sup>th</sup> General Meeting of the shareholders of the Company will be held on Thursday, March 01, 2018 at 11:00 a.m. at Attock House, Morgah, Rawalpindi to transact the following business:

### **ORDINARY BUSINESS**

To elect seven directors as fixed by the Board pursuant to the provisions of Section 159 of the Companies Act, 2017 for a term of three years commencing from March 10, 2018.

Following are the names of the retiring directors:

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|----|------------------------|----|---------------------|
| 1. | Mr. Laith G. Pharaon   | 2. | Mr. Wael G. Pharaon |
| 3. | Mr. Shuaib A. Malik    | 4. | Mr. Abdus Sattar    |
| 5. | Mr. Babar Bashir Nawaz | 6. | Mr. Sajid Nawaz     |
| 7. | Mr. Mohammad Raziuddin |    |                     |

The retiring directors are eligible for re-election.

**Registered Office:**  
Attock House, Morgah  
Rawalpindi.

**By order of the Board**

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February 08, 2018

**Rehmat Ullah Bardaie**  
Company Secretary

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### **Notes:**

1. Any person who seeks to contest the election of director shall file with the Company at its registered office not later than fourteen days before the above said meeting his/her intention to offer himself/herself for the election of directors in terms of Section 159 (3) of the Companies Act, 2017 together with consent in Form-28 and declarations as required under the Code of Corporate Governance.
2. A member of the Company entitled to attend and vote at this meeting may appoint another person as his/her proxy to attend and vote instead of him/her. Proxy forms in order to be effective must be received at the Registered Office of the Company duly stamped and signed not later than 48 hours before the meeting.
3. The Beneficial Owner of Central Depository Company, entitled to attend and vote at this meeting, must bring his/her CNIC or Passport to provide his/her identity. In case of proxy, an attested copy of his/her CNIC or Passport must be enclosed. Representatives of corporate entities should bring the usual documents required for such purpose.

4. The share transfer books of the Company will remain closed and no transfer of shares will be accepted for registration from February 23, 2018 to March 01, 2018 (both days inclusive).
5. The members are requested to promptly notify any change of address to the Company's share registrar.
6. CDC account holders are further required to comply with the under mentioned guidelines as laid down by the Securities and Exchange Commission of Pakistan.

**A. FOR ATTENDING THE MEETING:**

- i. In case of individuals, the account holders or sub-account holders and/or the persons whose securities are in group account and their registration details are uploaded as per the regulations, shall authenticate their identity by showing their original Computerized National Identity Card (CNIC) or original passport at the time of attending the meeting.
- ii. In case of corporate entities, the Board of Directors' resolution/power of attorney with specimen signature of the nominees 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 holders or sub-account holders and/or the persons 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 requirements.
- 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 proxies shall produce their original CNIC or original passport at the time of meeting.
- v. In case of corporate entities, the Board of Directors' resolution/power of attorney with specimen signature of the person nominated to represent and vote on behalf of the corporate entity, shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

**PAYMENT OF DIVIDEND THROUGH BANK ACCOUNT OF THE SHAREHOLDER:**

In accordance with the section 242 of the Companies Act, 2017 cash dividend can only be paid through electronic mode directly into the respective bank account designated by the entitled shareholder. Shareholders are requested to provide their bank account details directly to our share registrar (for physical shares) or to their respective participant / broker (for CDS shares) as the case may be. The subject form is available at Company's website i.e. [www.apl.com.pk](http://www.apl.com.pk)