

ATTOCK PETROLEUM LIMITED

NOTICE OF EXTRAORDINARY GENERAL MEETING

Notice is hereby given that the 14th Extraordinary General Meeting (being the 39th General Meeting) of the Company will be held at Attock House, Morgah, Rawalpindi on Wednesday, March 03, 2021 at 03:00 p.m through video link 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, 2021.

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. | Lt Gen (Retd.) Javed Alam Khan |
| 7. | Mr. Mohammad Raziuddin | | |

The retiring directors are eligible for re-election.

BY ORDER OF THE BOARD

Faizan Zafar
Company Secretary

Registered Office:
Attock House
Morgah, Rawalpindi.

February 10, 2021

NOTES:

CORONAVIRUS CONTINGENCY PLANNING FOR GENERAL MEETING

In light of the threat posed by the COVID-19 situation, the Securities and Exchange Commission of Pakistan (SECP) had advised companies to modify their usual planning for general meetings in order to ensure safety and well-being of shareholders and the public at large with minimum physical interaction. Accordingly, the Company will be convening its Extraordinary General Meeting (EOGM) via video link while ensuring compliance with the quorum requirements. The shareholders intending to participate in the meeting are hereby requested to share following information with the Company Secretary office at the earliest but not later than 48 hours before the time of the EOGM i.e. before 03:00 p.m. on March 01, 2021.

Required information:

Shareholder Name, CNIC Number, Folio/CDC Account No., Mobile Phone Number* and Email address*

**Shareholders are requested to provide active mobile number and email address to ensure timely communication*

Modes of Communication:

The above mentioned information can be provided through following modes:

- a) Mobile/WhatsApp: 0300-0565044
b) Email: meetings@apl.com.pk

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Video link details and login credentials (ZOOM Application) will be shared with those shareholders who provide their intent to attend the meeting containing all the particulars as mentioned above on or before March 01, 2021 by 03:00 p.m.

CLOSURE OF SHARE TRANSFER BOOKS:

The share transfer books of the Company will remain closed from February 25, 2021 to March 03, 2021 (both days inclusive). The Members whose names appear on the Register of Members as on February 24, 2021 shall be entitled to attend and vote at the EOGM.

FOR APPOINTING PROXIES:

- i. A member may appoint a proxy to attend and vote on his / her behalf. Proxies 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. Copy of CNIC of member and proxy must be furnished with the proxy form.
- ii. In case of corporate entity, 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.
- iii. The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.

Proxies attending meeting on behalf of members are also required to provide below information for the purpose of attending the meeting through video link. Video link details and login credentials will be shared with proxy after verification.

Required information:

Name of Proxy, CNIC Number, Folio/CDC Account No. of Member, Mobile Phone Number and Email address

POSTAL BALLOT:

Pursuant to the Companies (Postal Ballot) Regulations, 2018, for the purpose of election of directors, if the number of persons who offer themselves to be elected is more than the number of directors fixed under Section 159(1) of the Companies Act, 2017 i.e. seven (07), members will be allowed to exercise their right to vote through postal ballot, i.e. voting by post or through e-voting, in accordance with the requirements and procedures contained in the aforesaid Regulation.

CONSENT FOR VIDEO CONFERENCE FACILITY:

In accordance with Section 132(2) of the Companies Act, 2017, if the Company receives consent from members holding in aggregate 10% or more shareholding residing in a geographical location to participate in the meeting through video conference at least 10 days prior to the date of Annual General Meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that city. To avail this facility, a request is to be submitted to the Company Secretary of the Company on given address:

The Company Secretary, Attock Petroleum Limited, Attock House, Morgah, Rawalpindi

NOMINATION TO CONTEST ELECTION OF DIRECTORS

Any person, who is eligible to be appointed as director under provisions of the Companies Act, 2017 and seeks to contest the election of directors, shall file his/her intention to contest the election of directors with the Company at its registered office not later than fourteen days before the date of

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EOGM in terms of Section 159(3) of the Companies Act, 2017 together with consent on Form-28, declarations as required under the Code of Corporate Governance, detailed profile and attested copy of CNIC.

STATEMENT OF MATERIAL FACTS UNDER SECTION 166(3) OF THE COMPANIES ACT, 2017 IN RESPECT OF ELECTION OF INDEPENDENT DIRECTORS:

Any person, who is eligible and meets the criteria of independence under Section 166(2) of the Companies Act, 2017, may submit nomination to be elected as independent director with the Company. The independent director shall be elected in the same manner as other directors are elected in terms of Section 159 of the Companies Act, 2017. The Company shall exercise its due diligence before selecting a person as independent director and ensure that his/her name is duly included in the databank of independent directors maintained by the Pakistan Institute of Corporate Governance.