



Notice of Nineteenth (19th) Annual General Meeting

Notice is hereby given that the Nineteenth (19th) Annual General Meeting of Hascol Petroleum Limited will be held on Tuesday 7 December 2021 at 12:00 noon through video link facility via Zoom managed from the Company's head office at Karachi, to transact the following business:

Ordinary Business

1. To confirm the minutes of the Extraordinary General Meeting of the Company held on 23rd February 2021.
2. To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended 31st December 2020, together with the Directors' and Auditors' reports thereon and the Review Report of the Chairman.
3. To appoint Auditors and to fix their remuneration for the financial year 2021.


Other Business

4. To transact any other business with the permission of the Chair.

By Order of the Board

15 November 2021
Karachi




Farhan Ahmad
Company Secretary

NOTES:

Participation of Shareholders through Online Facility

- In pursuance of SECP's Circular No. 5 dated March 17, 2020, and Circular No. 10 dated April 1, 2020, Circular No.33 dated November 05, 2020, Circular No. 4 of 2021 dated February 15, 2021 and Circular No. 6 of 2021 dated March 04, 2021 respectively pertaining to Regulatory Relief to dilute impact of Corona Virus (COVID 19) for Corporate Sector, Companies have been advised to modify their usual planning for annual general meetings for the well-being of the shareholders and avoid large gatherings by provision of video link facilities.

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- Considering the restriction imposed by the Government on public gatherings and SECP's directives, the Company intends to convene its AGM virtually via video link facilities managed from the Registered Office of the Company, situated on 29th Floor, Sky Tower, West Wing (Tower A), Dolmen City, Abdul Sattar Edhi Avenue, Block-4, Clifton, Karachi for the safety and well-being of the shareholders of the Company.
- In order to participate in the AGM proceedings via video link, the shareholders are required to send their Name, Folio Number, Cell No. and Number of Shares held in their name with subject "Registration for Hascol Petroleum Limited AGM" along with valid copy of CNIC (both sides) at the Company's Share Registrar, Messrs CDC Share Registrar Services Limited. Video link and login credentials will be shared with only those shareholders whose emails, containing all the required particulars, are received by close of office on 03 December 2021.
- Shareholders can also send their comments / suggestions on company.secretary@hascol.com for the agenda items proposed to be conducted at the AGM in the same manner as it is being discussed in the AGM, and later shall be made part of the minutes of the meeting.
- The purpose of the aforementioned arrangements is to ensure maximum participation of the shareholders in the AGM through an online facility. Shareholders are also requested to consolidate their attendance through proxies, so that the quorum requirement may also be fulfilled.

Closure of Share Transfer Books

- The Share Transfer Books of the Company shall remain closed from 01 December 2021 to 07 December 2021 (both days inclusive). Transfers in the form of physical transfers / CDS Transaction IDs received in order at the Company's Share Registrar, Messrs CDC Share Registrar Services Limited, CDC House, 99-B, Block-B, S.M.C.H.S., Shahra-e-Faisal, Karachi, by close of business on 30 November 2021 will be treated in time to attend and vote at the meeting and for the purpose of the above entitlement to the transferees.

Participation in the Meeting

- Only those persons, whose names appear in the register of members of the Company as on 03 December 2021, are entitled to attend, participate in, and vote at the Annual General Meeting.
- A member of the Company entitled to attend and vote at the Annual General Meeting may appoint another person as his / her proxy to attend and vote instead of him / her. Proxies in order to be effective must be received at the registered office of the Company not less than 48 hours before the time of the Meeting and must be duly stamped, signed and witnessed.

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**Circulation / Transmission of Annual Financial Statements in Electronic Form**

- The SECP, through notification No. SRO 787(I)/2014 dated 8 September 2014 in continuation with the SRO 470(I)/2016 dated 31 May 2016 has allowed companies to circulate Annual Financial Statements along with notice of Annual General Meeting through CD/DVD/USB, instead of sending the same through post. The members who desire to opt to receive Annual Report / Annual Financial Statements and notice of Annual General Meeting in hard copy are requested to provide their written consent on Standard Request Form available at Company's website www.hascol.com. The annual financial statements have also been uploaded on the Company's website and are readily accessible to the shareholders.

Conversion of Physical Shares Into Book-Entry Form

- The SECP, through its letter No. CSD/ED/Misc/2016-639-640 dated March 26, 2021, has advised all listed companies to adhere to the provisions of Section 72 of the Companies Act, 2017 (the "Act"), which requires all companies to replace shares issued in physical form to book-entry form within four years of the promulgation of the Act. Accordingly, all shareholders of the Company having physical folios / share certificates are requested to convert their physical shares in Book Entry Form at the earliest. For this purpose, shareholders may either open an Investor Account with Central Depository Company of Pakistan Limited or a CDC sub-account with any duly recognized brokerage firm. Shareholders may also contact Company's Share Registrar, Messrs. CDC Share Registrar Services Limited in case they need any further assistance or guidance in this regard.

Change of Address

- Members are requested to immediately notify the Company's Share Registrar, Messrs. CDC Share Registrar Services Limited of any change in their registered address.

Unclaimed Dividend / Shares:

- As per provisions of section 244 of the Companies Act, 2017, any shares issued or dividend declared by the Company which have remained unclaimed/unpaid for a period of three years from the date on which it was due and payable, are required to be deposited with Securities and Exchange Commission of Pakistan for the credit of Federal Government after issuance of notices to the Shareholders to file their claim. Shareholders are requested to ensure that their claims for unclaimed dividend and shares are lodged promptly. In case, no claim is lodged, the Company shall proceed to deposit the unclaimed/unpaid amount and shares with the Federal Government pursuant to the provision of Section 244(2) of Companies Act, 2017, as prescribed.

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