



Notice of Twentieth (20th) Annual General Meeting

Notice is hereby given that the Twentieth (20th) Annual General Meeting of Hascol Petroleum Limited will be held on Tuesday 13 September 2022 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 Annual General Meeting of the Company held on 07 December 2021.
2. To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended 31st December 2021, 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 2022.

Other Business

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

By Order of the Board



Farhan Ahmad
Company Secretary

23 August 2022
Karachi

NOTES:

1) Participation of Shareholders through Online Facility

- In pursuance of SECP's Circular No. 5 dated March 17, 2020, 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 03, 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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Head Office (Karachi)

Office # 29, 29th Floor, Sky Towers - West Wing,
Dolmen City, Abdul Sattar Edhi Avenue,
Block-4, Clifton, Karachi, Pakistan.
UAN: +92 (21) 111-757-757
Fax: +92 (21) 35184015

Lahore Office

5th Floor, South Tower,
Lahore Stock Exchange Building
19-Khayaban-e-Aiwan-e-Iqbal, Lahore.
Tel : +92 (42) 36311013-14-15-16-18
Fax: +92 (42) 35718033

E-Mail info@hascol.com, Web www.hascol.com

Islamabad Office

Islamabad Stock Exchange (ISE) Tower
16th Floor, Office # 5, 6, 7
Blue Area Islamabad, Pakistan.
Tel: +92 (51) 2895391-5, Fax: +92 (51) 2895394



- In light of 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. The decision of convening the AGM electronically has been taken in light of the limited space at the Company's head office to accommodate a large number of shareholders, whilst ensuring the health and safety measures, and to save the additional cost that will be incurred for convening the AGM outside the head office building. Therefore, the management will be conducting the AGM online in the best interest of all the shareholders.
- 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 company.secretary@hascol.com. 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 09 September 2022.
- 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.

2) Closure of Share Transfer Books

- The Share Transfer Books of the Company shall remain closed from 07 September 2022 to 13 September 2022 (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 06 September 2022 will be treated in time to attend and vote at the meeting and for the purpose of the above entitlement to the transferees.

3) Participation in the Meeting

- Only those persons, whose names appear in the register of members of the Company as on 06 September 2022, 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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**4) Requirements for appointing Proxies**

- In case of individuals, the account holder or sub-account holder whose registration details are uploaded as per the Central Depository Company of Pakistan Limited Regulations, shall submit the proxy form as per the above requirement.
- The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- Attested copies of the valid CNICs or the passports of the beneficial owner(s) and the proxy shall be furnished with the proxy form.
- The proxy shall produce his/her valid original CNIC or original passport at the time of the Annual General Meeting.
- In case of a corporate entity, the Board of Directors' resolution/power of attorney, with specimen signature of the nominee, shall be submitted to the Company along with the proxy form unless the same has been provided earlier.
- Pursuant to Companies (Postal Ballot) Regulations 2018, for the purpose of election of Directors and for any other agenda item, subject to the requirements of sections 143 and 144 of the Companies Act 2017, members will be allowed to exercise their right of vote through postal ballot, that is voting by post or through any electronic mode, in accordance with the requirements and procedure contained in the aforesaid Regulations.

5) Circulation / Transmission of Annual Financial Statements in Electronic Form

- In compliance with the section 223(6) of Companies Act 2017, the Company has electronically transmitted the Annual Report 2021 through email to shareholders whose email addresses are available with the Company's Share Registrar. In those cases, where email addresses are not available with the Company's Share Registrar, printed notice of AGM have been dispatched. However, the Company would provide hard copies of the Annual Report to the Shareholders on their demand at their registered addresses, free of cost, within one week of such request. The annual financial statements have also been uploaded on the Company's website and are readily accessible to the shareholders.

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**6) 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.

7) 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.

8) Miscellaneous:

- This notice has been sent to all members of the Company in accordance with Section 134(1)(a) of the Companies Act, 2017.
- For any query / information, members may contact the Share Registrar at the following address:

Messrs. CDC Share Registrar Services Limited,
CDC House, 99-B, Block-B, S.M.C.H.S.,
Shahra-e-Faisal,
Karachi.

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