



**Notice of 21st Annual General Meeting
Byco Petroleum Pakistan Limited**

Notice is hereby given that the 21st Annual General Meeting of Byco Petroleum Pakistan Limited will be held on Thursday, 29th October 2015 at 8:30 am at Beach Luxury Hotel, Karachi, to transact the following ordinary business:

1. To confirm the minutes of the 20th Annual General Meeting of the Company held on 19th January 2015.
2. To receive, consider and adopt the audited separate and consolidated financial statements for the financial year ended 30th June 2015, together with the directors' and auditors' reports thereon.
3. To re-appoint the auditors for the financial year 2015-16 and to fix their remuneration.


Shahana Ahmed Ali
Group Head Legal & Company Secretary

17th September 2015
Karachi

NOTES:

Book Closure

The register of members and the share transfer books of the Company will remain closed from Thursday, 22nd October 2015 until Thursday, 29th October 2015.

Participation in the Meeting

Only persons whose names appear in the register of members of the Company as on Wednesday, 21st October 2015, are entitled to attend, participate in, and vote at the Meeting. A member entitled to attend and vote may appoint another member as proxy to attend and vote on their behalf. Proxies must be received at the registered office of the Company not less than 48 hours before the time for holding the Meeting. A form of proxy is included in the Annual Report.

Notice to Members Who Have Not Provided CNIC Copies

As directed by the SECP through its Circular No. EMD/D-II/Misc./2009-1342 of 4th April 2013, dividend warrants cannot be issued without valid CNICs. Through the Company's letter of 4th April 2014, members were advised to submit copies of their valid CNICs. In the absence of a member's valid CNIC, the Company will be constrained to withhold dispatch of dividend to such members. Those members who hold shares certificates and have not yet submitted their valid CNICs, are once again advised to submit attested copies of their valid CNIC along with their folio numbers to the Company's Share Registrar, Messrs FAMCO Associates (Private) Limited, 8F, Block 6, P.E.C.H.S., Nursery next to Hotel Faran, Shahrah-e-Faisal, Karachi.

(saa/bii/legal/bppl/secretarial/170915)

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Byco Petroleum Pakistan Limited

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Web: www.byco.com.pk



Audited Financial Statements Through Email

Pursuant to SRO No. 787(1)2014, dated 8th September 2014, the SECP has allowed circulation of Audited Financial Statements along with the Notice of the Annual General Meeting to the members via email. Therefore, all members who wish to receive a soft copy of Annual Report may send their email addresses to the Company Secretary. A consent form for electronic transmission may be downloaded from the Company's website: www.byco.com.pk. A hard copy of the Audited Financial Statements will be provided to members on request, free of cost, within seven days.

Change of Address and Non-Deduction of Zakat Declaration Form

Members holding share certificates should notify any change in their registered address and, if applicable, submit their non-deduction of Zakat Declaration Form to the Company's Shares Registrar. Members holding shares in CDC / Participants accounts are also requested to update their addresses and, if applicable, submit their non-deduction of Zakat Declaration Form to CDC or their Participants / Stock Brokers.

Guidelines for CDC Account Holders:

CDC account holders should comply with the following guidelines of the Securities and Exchange Commission of Pakistan (SECP):

A For Attendance at the Meeting

- (a) Individuals should be account holder(s) or sub-account holder(s) and their registration details should be uploaded as per CDC regulations and they must establish their identity by presenting their original Computerized National Identity Card (CNIC) or passport at the time of the Meeting.
- (b) Corporate entities should at the time of the Meeting, unless provided earlier, produce a certified copy of a resolution of the Board of Directors, or a Power of Attorney bearing the specimen signature of the attorney.

B For Appointing Proxies

- (a) Individuals should be account holder(s) or sub-account holder(s) whose registration details should be uploaded as per CDC regulations and their proxy forms must be submitted at the registered office of the Company not less than 48 hours before the time for holding the Meeting.
- (b) The proxy form must be attested by two persons whose names, addresses, and CNIC numbers must be mentioned therein.
- (c) Attested copies of the CNIC or passport of the beneficial owner and proxy must be furnished along with the form of proxy.
- (d) Proxies must produce their original CNIC or passport at the time of the Meeting.
- (e) Corporate entities should at the time of the Meeting, unless provided earlier, produce a certified copy of a resolution of the Board of Directors, or a Power of Attorney bearing the specimen signature of the attorney.

(saa/bii/legal/bppl/secretarial/170915)