



**By PUCARS & Courier**

The General Manager  
Pakistan Stock Exchange Limited  
Stock Exchange Building  
Stock Exchange Road  
Karachi.

30<sup>th</sup> June 2016

Dear Sir,

Re: ***Notice of Extraordinary General Meeting***

We enclose a copy of the notice of the Extraordinary General Meeting of Byco Petroleum Pakistan Limited to be held on Tuesday, 26<sup>th</sup> July 2016, for circulation to your members.

Yours truly,

Majid Muqtadir  
Company Secretary

Enclosed as above.

*Copy to:* The Commissioner,  
Securities and Exchange Commission of Pakistan (SECP), Islamabad

Ref: BPPL/COR/PSX/020

**Byco Petroleum Pakistan Limited**

The Harbour Front, 9<sup>th</sup> Floor, Dolmen City  
HC-3, Block 4, Marine Drive, Clifton  
Karachi - 75600, Pakistan

UAN: (92 21) 111 222 081  
Fax: (92 21) 111 888 081  
Web: www.byco.com.pk



## Notice of Extraordinary General Meeting Byco Petroleum Pakistan Limited

Notice is hereby given that an Extraordinary General Meeting of Byco Petroleum Pakistan Limited will be held on Tuesday, 26<sup>th</sup> July 2016 at 9:30 am at Beach Luxury Hotel, Karachi, to transact the following ordinary business:

1. To confirm the minutes of 21<sup>st</sup> Annual General Meeting of the Company held on 29<sup>th</sup> October 2015.
2. To elect 07 (seven) directors of the Company pursuant to Section 178 of the Companies Ordinance, 1984, for a term of three years commencing from the date of holding of this Extraordinary General Meeting.

The board of directors of the Company in its meeting held on 22<sup>nd</sup> June 2016 has fixed the number of directors as 07 (seven). The retiring directors are:

- (i) Mr. Amir Abbasciy;
- (ii) Mr. Muhammad Mahmood Hussain;
- (iii) Mr. Akhtar Hussain Malik;
- (iv) Mr. Syed Arshad Raza;
- (v) Mr. Muhammad Raza Hasnani;
- (vi) Mr. Omar Khan Lodhi; and
- (vii) Mr. Khaqan Saadullah Khan.

By Order of the Board

**Majid Muqtadir**  
Company Secretary

22<sup>nd</sup> June 2016  
Karachi

### NOTES:

#### *Book Closure*

The register of members and the share transfer books of the Company will remain closed from Tuesday, 19<sup>th</sup> July 2016 to Tuesday, 26<sup>th</sup> July 2016.

Notice of Extraordinary General Meeting  
Byco Petroleum Pakistan Limited

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### ***Participation in the Meeting***

Only persons whose names appear in the register of members of the Company as on Monday, 18<sup>th</sup> July 2016, 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.

### **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.



### ***Notice of Intention by Persons Seeking to Contest the Election of Directors***

Any person who seeks to contest the election of Directors shall file at the Registered Office of the Company, not later than fourteen days before the date of the Meeting, a notice of his / her intentions to offer himself / herself for Election of Director in terms of Section 178(3) of the Companies Ordinance, 1984, together with:

- (a) Form 28 - Consent to act as director prescribed under section 184 of the Companies Ordinance, 1984;
- (b) A detailed profile as required under SECP's SRO 25 (1) 2012 January 16, 2012; and
- (c) Declaration confirming that:
  - (i) He / she is member of the company and in the case of having physical shares will mention folio number and in case of member, who has deposited his / her shares into Central Depository Company of Pakistan Limited ("CDC") will mention Participant ID number and the account number maintained with the member of stock exchange,
  - (ii) His / her name is borne in the register of national tax payers (except where he / she is a non-resident) mentioning NTN number,
  - (iii) He / she has not defaulted in payment of any loan to a banking company, a DFI or an NBFIs or being a member of stock exchange has not been declared as a defaulter by that stock exchange,
  - (iv) He / she is not ineligible to become a director of a listed company under any applicable laws and regulations,
  - (v) He / she is aware of duties and powers as director under the relevant laws, Memorandum & Articles of Association of the Company and listing regulations of Pakistan Stock Exchange Limited,
  - (vi) He / she is not engaged in the business of brokerage, or is not a spouse of such person or is not a sponsor, director or officer of a corporate brokerage house, and
  - (vii) He / she is not serving as a director in more than seven (7) listed companies including this company excluding directorship in listed subsidiaries of listed holding companies.

### ***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 4<sup>th</sup> April 2013, dividend warrants cannot be issued without valid CNICs. Through the Company's letter of 4<sup>th</sup> 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.



### ***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.