



## **NOTICE OF 24<sup>TH</sup> ANNUAL GENERAL MEETING BYCO PETROLEUM PAKISTAN LIMITED**

Notice is hereby given that the 24<sup>th</sup> Annual General Meeting of Byco Petroleum Pakistan Limited will be held on Monday, 26<sup>th</sup> November 2018 at 9:30 am at Beach Luxury Hotel, Karachi to transact the following ordinary business:

1. To confirm the minutes of the 23<sup>rd</sup> Annual General Meeting of the Company held on 25<sup>th</sup> January 2018.
2. To receive, consider and adopt the audited unconsolidated and consolidated financial statements for the financial year ended 30<sup>th</sup> June 2018, together with the Directors' and Auditors' reports thereon.
3. To re-appoint Messrs EY Ford Rhodes, Chartered Accountants as the auditors for the financial year 2018-19 and to fix their remuneration.

**By Order of the Board**

Majid Muqtadir  
Company Secretary

25<sup>th</sup> October 2018  
Karachi

### **NOTES:**

#### ***Closure of Share Transfer Books***

The register of members and the share transfer books of the Company will remain closed from Monday, 19<sup>th</sup> November 2018 until Monday, 26<sup>th</sup> November 2018 (*both days inclusive*).

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

Only persons whose names appear in the register of members of the Company as on Friday, 16<sup>th</sup> November 2018, 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 his / her behalf, however, for the purpose of E-Voting a non-member may also be appointed and act as proxy. 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 Company's Annual Report.

#### ***Guidelines for CDC Account Holders***

CDC account holders should comply with the following guidelines of the SECP:



### ***For Attendance***

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

### ***For Appointing Proxies***

- a) Individuals should be account holder(s) or sub-account holder(s) whose registration details should be uploaded according to 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 specified therein.
- c) Attested copies of the CNIC or passport of the beneficial owner and the proxy must be provided along with the form of proxy.
- d) Proxies must at the time of the Meeting produce their original CNIC or passport.
- e) Unless provided earlier, corporate entities must at the time of the Meeting produce a certified copy of a resolution of their Board of Directors or a Power of Attorney, bearing the specimen signature of the attorney.

### ***Dividend Bank Mandate***

Members may authorize the Company to credit his / her future cash dividends directly into his / her bank account. Members who would like future cash dividends to be credited directly into their bank accounts should mark the 'YES' box below and provide the required information under signature to the Shares Registrar.

Yes

No

Folio Number:	
Name of Shareholder:	
Title of the Bank Account:	
Bank Account Number (IBAN):	
Name of Bank:	
Name of Bank Branch and Address:	
Cellular Number of shareholder:	
Landline Number of shareholder:	
CNIC / NTN Number (Attach copy):	

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Signature of Member  
(Signature must match specimen signature registered with the Company)

Notice of 24<sup>th</sup> AGM - Byco Petroleum Pakistan Limited



Members holding shares in CDC accounts should update their bank mandates, if any, with the respective participants.

***Intimation of Change of Address and Zakat Declaration***

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 Shares Registrar.

Members holding shares in CDC / participant accounts should update their addresses and, if applicable, submit their non-deduction of zakat declaration form to the CDC or the respective participants / stockbrokers.

***Submission of CNIC Copies***

A list of members who have not submitted copies of their CNICs be viewed on the Company's website [www.byco.com.pk](http://www.byco.com.pk).

***Electronic Transmission of Financial Statements and Notice of AGM***

Members who have provided email addresses in the required consent form will receive the Audited Financial Statements along with the notice of the Annual General Meeting by email.

Members who would like to receive the Annual Report by email should provide their email addresses to the Company Secretary. A consent form for receiving the Annual Report by email may be downloaded from the Company's website.

***Video Conference Facility***

Members can also avail video conference facility at Lahore and Islamabad. In this regard, please fill the requisite form (available on Company's website [www.byco.com.pk](http://www.byco.com.pk)) and submit to registered address of the Company 10 days before holding of the Annual General Meeting.

If the Company receives consent from members holding in aggregate 10% or more shareholding residing at a geographical location, to participate in the meeting through video conference at least 10 days prior to date of meeting, the Company will arrange video conference facility in the city subject to availability of such facility in that city.

The Company will intimate members regarding venue of video conference facility at least 5 days before the date of the Annual General Meeting along with complete information necessary to enable them to access the facility.