



OIL & GAS DEVELOPMENT COMPANY LIMITED

No. CS04-08/04-08/04-09/04-10(KSE / LSE / ISE)
September 15, 2014

1. The General Manager
Karachi Stock Exchange (Guarantee)
Limited, Stock Exchange Building
Stock Exchange Road
Karachi
Fax No: 021-111-573-329, 2437560,
2. The Secretary
Lahore Stock Exchange (Guarantee)
Ltd, 19-Khayaban-e-Aiwan-e-Iqbal
Lahore
Fax. No. 042-36368485
3. The Secretary
Islamabad Stock Exchange (Guarantee)
Limited, 55-B, ISE Towers, Jinnah Avenue
Islamabad
Fax No. 051-2275044
4. London Stock Exchange Plc.
10 Paternoster Square
London EC4M 7LS
Tel: (44) 020 7334 8907


SUBJECT: **NOTICE OF ANNUAL GENERAL MEETING**

Dear Sir,

Enclosed please find a copy of the Notice of 17th Annual General Meeting of the Company to be held on Friday, October 24, 2014 for circulation amongst your members.

Thanking you.

Yours faithfully,


(Ahmad Hayat Lak)
Company Secretary

Encl: As above.

OIL & GAS DEVELOPMENT COMPANY LIMITED
Notice of Annual General Meeting

Notice is hereby given that the 17th Annual General Meeting being Twenty Seventh meeting of the members of Oil and Gas Development Company Limited will Insha-Allah be held at Marriott Hotel, Aga Khan Road, Shalimar 5, Islamabad on Friday, October 24, 2014 at 10:00 a.m. to transact the following business:

ORDINARY BUSINESS

- 1) To confirm the minutes of the 16th Annual General Meeting held on September 25, 2013.
- 2) To receive, consider and adopt the audited accounts of the Company for the year ended June 30, 2014 together with the Directors' and Auditors' Reports thereon.
- 3) To approve the final cash dividend @30% i.e. Rupees 3/- per share for the year ended June 30, 2014 as recommended by the Board of Directors. This is in addition to three interim cash dividends totaling to 62.5% i.e. Rs.6.25/- per share already paid during the year.
- 4) To appoint Auditors for the year 2014-15 and fix their remuneration. The present auditors M/s KPMG Taseer Hadi & Co., Chartered Accountants and M/s. A.F Ferguson & Co., Chartered Accountants will stand retired on the conclusion of this meeting.
- 5) To elect 12 Directors as fixed by the Board in its meeting held on July 17, 2014 in place of retiring Directors namely:

1)	Mr. Zahid Muzaffar	Chairman
2)	Mr. Muhammad Rafi	MD/CEO/Director
3)	Mr. Abid Saeed	Director
4)	Mr. Saif Ullah Chattha	Director
5)	Mr. Iskander Mohammad Khan	Director
6)	Mr. Hamid Farooq	Director
7)	Mr. Muhammad Ali Tabba	Director
8)	Mr. Zafar Masud	Director
9)	Prince Ahmed Omar Ahmedzai	Director
10)	Sayed Shafqat Ali Shah	Director
11)	Mr. Rehmat Salam Khattak	Director
12)	Mr. Muhammad Yawar Irfan Khan	Director

- 6) To transact any other business with the permission of the Chair.

Islamabad
Date: September 12, 2014

By order of the Board


(Ahmed Hayat Lak)
Company Secretary

NOTES:

1- Participation in the Annual General Meeting

A member entitled to attend and vote at this meeting is entitled to appoint another person as his / her proxy to attend and vote. Proxies in order to be effective must be received at the Registered Office of the Company duly stamped and signed not less than 48 hours before the meeting.

2- **CDC Account holders will further have to follow the under mentioned guidelines as laid down in Circular 1 dated January 26, 2000 issued by the Securities and Exchange Commission of Pakistan:**

a. For attending the meeting

In case of individuals, the account holder or sub-account holder and / or the person whose securities are in group account and their registration details are uploaded as per regulations, shall authenticate his / her identity by showing his / her original National Identity Card (NIC) original passport at the time to attending the meeting.

In the case of corporate entities, the Board of Directors' resolution / power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of the meeting.

b. For appointing proxies

- i) In case of individuals, the account holder or sub-account holder and / or the person whose securities are in group account and their registration details are uploaded as per regulations, shall submit the proxy form as per the above requirement.
- ii) The proxy form shall be witnessed by two persons whose names, addresses and CNIC number shall be mentioned on the form.
- iii) Attested copies for CNIC or the passport of the beneficial owners and of the proxy shall be furnished with the proxy form.
- iv) The proxy shall produce his / her original CNIC or original passport at the time of the meeting.
- v) In the case of a corporate entity, the Board of Directors' resolution / power of attorney with specimen signature of the person nominated to represent and vote on behalf of the corporate entity shall be submitted (unless it has been provided earlier) along with proxy form to the Company.

3- Closure of Share Transfer Books

The share transfer books of the company will remain closed and no transfer of shares will be accepted for registration from September 17, 2014 to September 24, 2014 (both days inclusive). Transfers received in order at the Share Registrars' office by the close of business on September 16, 2014 will be treated in time for the purpose of payment of final cash dividend, if approved by the Shareholders.

For the purpose of AGM, the book closure would be from October 18, 2014 to October 24, 2014.

4- Change in Address

Members are requested to promptly notify any change in their address.

