

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 63rd Sixty Third Annual General Meeting (being the 82nd EIGHTY SECOND General Meeting) of the Company will be held on Tuesday, September 16, 2014 at 1000 hours at Attock House, Morgah, Rawalpindi, to transact the following business: -

ORDINARY BUSINESS

- i. To receive, consider and approve the audited accounts of the Company together with the Directors' and Auditors' Reports for the year ended June 30, 2014.
- ii. To approve final cash dividend of Rs. 32.50 per share i.e. 325% as recommended by the Board of Directors. It is in addition to the interim cash dividend of Rs. 20 per share i.e. 200% already paid to the shareholders, thus making a total cash dividend of Rs. 52.50 per share i.e. 525% for the year ended June 30, 2014.
- iii. To appoint auditors for the year ending June 30, 2015 and fix their remuneration. The present auditors Messrs A. F. Ferguson & Co., Chartered Accountants, retire and being eligible, offer themselves for reappointment.
- iv. To transact any other business with the permission of the Chairman.

BY ORDER OF THE BOARD

Registered Office
POL House,
Morgah, Rawalpindi.
August 22, 2014.

Syed Khalid Nafees
Company Secretary

NOTES:

1. 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 9, 2014 to September 16, 2014 (both days inclusive). Transfers received in order at the Registered Office of the Company by the close of business on September 8, 2014 will be treated in time for the purpose of payment of the final cash dividend, if approved by the shareholders.

2. PARTICIPATION IN THE ANNUAL GENERAL MEETING.

A member entitled to attend and vote at this meeting is entitled to appoint another member 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 later than 48 hours before the time of the meeting.

3. CDC ACCOUNT HOLDERS WILL HAVE TO FOLLOW FURTHER UNDER MENTIONED GUIDELINES AS LAID DOWN BY THE SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN.

a. For attending the meeting

- i. In case of individuals, the account holders or sub-account holders whose registration details are uploaded as per regulations shall authenticate their identity by showing their original Computerized National Identity Card (CNIC) or original passport at the time of attending the meeting.
- ii. In case of corporate entities, the Board of Directors' resolution / power of attorney with specimen signature of the nominees shall be produced (unless it has been provided earlier) at the time of the meeting.

b. For appointing proxies

In case of individuals, the account holders or sub account holders whose registration details are uploaded as per regulations, shall submit the proxy form as per the above requirements. The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form. Copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form. The proxies shall produce their original CNIC or original passport at the time of the meeting.

In case of corporate entities, 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.

4. Confirmation for filing status of income tax return for application of revised rates pursuant to the provisions of Finance Act, 2014.

All members of the Company are hereby informed that pursuant to the provisions of Finance Act, 2014, Effective July 01, 2014, the rates of deduction of income tax under section 150 of the Income Tax Ordinance, 2001 from dividend payment have been revised as follows:

1	Rate of tax deduction for filer of income tax returns	10%
2	Rate of tax deduction for non filer of income tax returns	15%

Members of the Company are therefore requested to update their tax paying status by sending following detail on the registered address of the Company and the members who have deposited their shares into Central Depository Company of Pakistan Limited (CDC) are requested to send a copy of detail regarding tax payment status also to the relevant member stock exchange and CDC if maintaining CDC investor account.

Folio/CDS ID/AC#	Name	National Tax #	CNIC # (in case of individuals)	Income Tax return for the year 2013 filed (Yes or No)

The information may be sent at the registered postal address or at the following email address;
polcms@pakoil.com.pk

The above mentioned information would enable us to process the dividend payment according to the taxpaying status of the members.

5. Payment of cash dividend electronically (e- dividend)

In order to establish a process for cash dividend payment where dividends can be paid more efficiently to shareholders, Securities and Exchange Commission of Pakistan (SECP) has envisaged e-dividend mechanism. Under this mechanism amount of dividend will be credited electronically into the account of shareholders. New method of payment will eliminate the chances of dividend warrants getting lost in the post, returned undelivered or delivered on wrong address. SECP has advised all listed companies to adopt e-dividend mechanism due to benefit it entails to their shareholders.

The Company has requested its shareholders through letters and notices to send mandate instruction by filling the mandate form to opt for the dividend mandate option. We again request you to provide a dividend mandate in favor of e-dividend by providing duly filled

and signed dividend mandate form. The dividend mandate form is also available at Company's website www.pakoil.com.pk

CDC account holders are requested to submit their mandate instruction to the relevant member stock exchange CDC if maintaining CDC investor account.

6. Submission of computerized national identity card (CNIC) for payment of final cash dividend 2013-14

The directive of SECP contained in SRO 831 (1) 2012 of 5th July 2012, provides that the dividend warrant should bear the Computerized National Identity Card (CNIC) number of the registered member. CNIC number of the members is therefore, mandatory for the issuance of future dividend warrants and in the absence of such information, payment of dividend may be withheld. The Company has requested its shareholders through letters and notices to provide attested copies of their valid CNICs.

The members who have not yet provided their CNICs are once again advised to provide attested copy of their valid CNICs to ensure timely disbursement of the dividend.

7. CHANGE IN ADDRESS

The members are requested to promptly notify any change in their addresses.