



PAKISTAN REFINERY LTD.



February 25, 2015

Mr. Ali Azeem Ikram  
Head of Department, Corporate Supervision Department  
Securities and Exchange Commission of Pakistan  
National Insurance Corporation Building  
Jinnah Avenue, Islamabad-44000

EXTENSION IN TRANSMITTING THE HALF YEAR ACCOUNTS AS PER SECTION 245 OF THE COMPANIES ORDINANCE 1984

Dear Sir,

We write with reference to the requirement under Section 245 of the Companies Ordinance, 1984, of preparing and transmitting the half yearly financial statements within 2 months of close of accounting period. In this respect, we draw your attention to the fact that recently a change in the board of directors of our associated undertaking, have resulted in two casual vacancies on our board and owing to prior commitments of our other board members (on the assumption that sufficient number of board members are present in country to hold board meetings) our company is faced with difficulties in holding a board meeting to approve the half yearly accounts for the period ended December 31, 2014.

While the management and the board of directors are endeavoring to comply with the requirements of section 245 of the Companies Ordinance, however, it seems that we may not be able to hold the meeting in time thereby requesting your good office to allow an extension of two weeks in transmitting the accounts as per Section 245 of the Companies Ordinance, 1984.

We are available to explain our position in person to the relevant CRO in Karachi and we request to consider our case sympathetically.

Sincerely,

Asim H. Akhund  
Company Secretary

Cc:

Mr. Sidney Custodio Pereira  
Joint Registrar, CRO, Karachi  
4<sup>th</sup> Floor, State Life Building No. 2  
Wallace Road  
Karachi

The General Manager  
Lahore Stock Exchange Limited, 19,  
Khayaban-e-Aiwan-e-Iqbal  
P. O. Box, 1315  
Lahore

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