



6<sup>th</sup> April 2016

**General Manager**

Pakistan Stock Exchange Limited  
Stock Exchange Building  
Stock Exchange Road  
Karachi

Dear Sirs,

**Re: NOTICE OF ANNUAL GENERAL MEETING**

We enclose a copy of the notice of the 14<sup>th</sup> Annual General Meeting of Hascol Petroleum Limited, to be held on Thursday, 28<sup>th</sup> April 2016, for circulation to the TRE Certificate Holders of the Exchange.

Yours truly,

A handwritten signature in blue ink, appearing to read "Zeeshan Ul Haq".

**Zeeshan Ul Haq**  
Company Secretary

Enclosed as above.

Copy to:

- (i) The Securities and Exchange Commission of Pakistan, Islamabad
- (ii) Share Registrar, Central Depository Company of Pakistan Limited

(zh/companysecretary/060416)

Head Office  
"The Forum" 1st Floor, Suite # 101/104-106, G-20,  
Khayaban-e-Jami, Block-9, Clifton, Karachi, Pakistan.  
Tel +92 (21) 3530 1343-50,  
Fax +92 (21) 3530 1351, 3530 1299

Islamabad Office  
Islamabad Stock Exchange (ISE) Tower,  
12th Floor, Office # 1213,  
Blue Area, Islamabad.  
Tel : 051-2895231-4

Ref: HASCOL/SEC/PSX/61  
Lahore Office  
House # 13 E-2, Block 1,  
Gulberg III,  
Lahore, Pakistan.  
Tel +92 (42) 3575 1307, Fax +92 (42) 3571 8033



## Notice of 14<sup>th</sup> Annual General Meeting

Notice is hereby given that the 14<sup>th</sup> Annual General Meeting of Hascol Petroleum Limited will be held on Thursday, 28<sup>th</sup> April 2016 at 9:30 a.m. at the ICAP Auditorium, Chartered Accountants Avenue, Clifton Karachi, to transact the following business:

### Ordinary Business

1. To confirm the minutes of the 13<sup>th</sup> Annual General Meeting of the Company held on 29<sup>th</sup> April 2015.
2. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 31<sup>st</sup> December 2015, together with the Directors' and Auditors' Reports thereon.
3. To approve payment of final cash dividend of Rs.3.50 per share i.e. 35%, as recommended by the Board of Directors. The final cash dividend is in addition to the interim 15% cash dividend and 20% bonus shares, already paid to the shareholders.
4. To appoint auditors and fix their remuneration for the year ending 31<sup>st</sup> December 2016. The retiring auditors, Messrs Grant Thornton Anjum Rahman, Chartered Accountants, being eligible, have offered themselves for re-appointment.

### Special Business

5. To consider and, if deemed appropriate, approve the fee to be paid to Non-Executive directors and Independent directors for attending Board and Committee meetings and in that connection to pass the following resolution, as an ordinary resolution, with or without modification, addition or deletion:

**RESOLVED** that the fee of Non-Executive directors and Independent directors for attending Board and Committee meetings of the Company, be and is hereby approved as follows:

Attending Board meeting:                      PKR 100,000/-  
Attending Committee meeting:              PKR 100,000/-

6. Any other business with the permission of the Chair.

By Order of the Board

**Zeeshan Ul Haq**  
Company Secretary

6<sup>th</sup> April 2016  
Karachi

### NOTES:

#### Closure of Share Transfer Books

The Share Transfer Books of the Company shall remain closed from 22<sup>nd</sup> April 2016 to 28<sup>th</sup> April 2016 (both days inclusive). Transfers received in order at the Company's Share Registrar, Messrs Central Depository Company of Pakistan Limited, CDC House, 99-B, Block-B, S.M.C.H.S., Shahra-e-Faisal, Karachi, by close of business on 21<sup>st</sup> April 2016 will be treated in time for attending the Annual General Meeting to be held on 28<sup>th</sup> April 2016.

#### Notice of 14<sup>th</sup> Annual General Meeting



The Share Transfer Books of the Company shall also be closed from 4<sup>th</sup> May 2016 to 10<sup>th</sup> May 2016 (both days inclusive). Transfers received in order at the office of our Share Registrar at the close of business on 3<sup>rd</sup> May 2016 will be treated in time for the purpose of entitlement of 35% final cash dividend to the transferees.

**Participation in the Meeting**

Only those persons whose names appear in the register of members of the Company as on 21<sup>st</sup> April 2016, are entitled to attend, participate in, and vote at the Annual General Meeting.

A member of the Company entitled to attend and vote at the Annual General Meeting may appoint another person as his / her proxy to attend and vote instead of him / her. Proxies in order to be effective must be received at the registered office of the Company not less than 48 hours before the time of the Meeting and must be duly stamped, signed and witnessed.

**Guidelines for CDC Account Holders**

CDC account holders are required to comply with the following guidelines as laid down in Circular No.1 dated 26<sup>th</sup> January 2000 issued by the Securities and Exchange Commission of Pakistan (SECP):

**A. For Attending the Meeting**

- (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 CDC regulations, shall authenticate his / her identity by showing his / her original Computerized National Identity Card (CNIC) or original passport at the time of attending the meeting; and
- (ii) In case of a corporate entity, 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 their registration details are uploaded as per the CDC regulations, shall submit the proxy form as per the above requirement;
- (ii) The proxy form shall be witnessed by two (2) persons whose names, addresses, and CNIC numbers shall be mentioned on the form;
- (iii) Attested copies of CNIC or the passport of beneficial owners and 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; and
- (v) In 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 the proxy form to the Company.

**Notice of 14<sup>th</sup> Annual General Meeting**

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