



# BYCO PETROLEUM PAKISTAN LIMITED

## Notice of Extraordinary General Meeting

Notice is hereby given that an Extraordinary General Meeting of Byco Petroleum Pakistan Limited will be held on Monday, 8<sup>th</sup> July 2013 at 9:30 am at the Beach Luxury Hotel, Karachi, to transact the following business:

### Ordinary Business

1. To confirm the minutes of the 18<sup>th</sup> Annual General Meeting of the Company held on 31<sup>st</sup> October 2012.
2. To elect seven (07) directors of the Company pursuant to Section 178 of the Companies Ordinance, 1984 for a term of three years.

The board of directors of the Company in its meeting held on 3<sup>rd</sup> June 2013 has fixed the number of directors as seven (07).

The retiring directors are:

- (1) Mr. Hamid Imtiaz Hanfi
- (2) Mr. Muhammad Raza Hasnani
- (3) Mr. Aziz Moolji
- (4) Ms. Diana Brush
- (5) Mr. Philip Harris
- (6) Mr. Richard Legrand
- (7) Mr. Marc Angst
- (8) Ms. Maria do Rosario Correia Pereira Avelino

3. To transact any other business with the permission of the Chair.

By Order of the Board

Shahana Ahmed Ali  
Group Head Legal & Company Secretary

17<sup>th</sup> June 2013  
Karachi

### NOTES:

1. The registers of members and shares transfer of the Company shall remain closed from Tuesday, 2<sup>nd</sup> July 2013 to Monday, 8<sup>th</sup> July 2013.
2. Only those persons whose names appear in the register of members of the Company as at Monday, 1<sup>st</sup> July 2013, are entitled to attend, participate in, and vote, at the Extraordinary General Meeting.
3. A member of the Company entitled to attend and vote may appoint another member as his or her proxy to attend and vote instead of him or her. Proxies must be received at the registered office of the Company not less than 48 hours before the time for holding the Meeting.
4. An instrument of proxy by which you can direct your proxy how you wish him or her to vote at the Meeting is attached with this notice.
5. Members are requested to immediately notify the Company's Registrar Messrs FAMCO Associates (Private) Limited of any change in their registered addresses.
6. Any member seeking to contest the election must file at the registered office of the Company, not later than fourteen days before the Meeting, his or her intention to offer himself or herself for election along with:
  - (i) completed Form 28, (ii) bio-data, and (iii) signed declarations required by the Code of Corporate Governance.
7. CDC account holders are required to comply with the following guidelines of the Securities and Exchange Commission of Pakistan:

#### A. For Attendance at Meeting

- (a) individuals should be account holder(s) or sub-account holder(s) and their registration details should be uploaded as per CDC regulations and they must authenticate their identity by presenting their original Computerized National Identity Card (CNIC) or original passport at the time of attending the Meeting; and
- (b) corporate entities should produce a certified copy of the resolution pertinent of its board of directors' meeting or a power of attorney bearing signature of the nominee at the time of the Meeting, unless it has been provided earlier.

#### B. For Appointing Proxies

- (a) individuals should be account holder(s) or sub-account holder(s) and their registration details should be uploaded as per CDC regulations and they must submit the proxy form as aforesaid;
- (b) the proxy form must be attested by two persons whose names, addresses, and CNIC numbers must be mentioned in the form;
- (c) attested copies of CNIC or passport of the beneficial owners and the proxy shall be furnished along with the proxy form;
- (d) the proxy shall produce his or her original CNIC or original passport at the time of the Meeting; and
- (e) corporate entities should produce a certified copy of the resolution pertinent of its board of directors' meeting or a power of attorney bearing signature of the nominee at the time of the Meeting, unless it has been provided earlier.