



## Notice of Annual General Meeting

**Notice is hereby given that the 31st Annual General Meeting of the Company will be held at Pearl Continental Hotel, Rawalpindi on Thursday, October 29, 2009 at 11:30 a.m. to transact the following business:**

### **Ordinary Business**

1. To confirm the minutes of the Seventeenth (17th) Extra-Ordinary General Meeting held on 29th June, 2009.
2. To receive, consider and approve the Audited Accounts of the Company together with the Directors' and Auditor's Reports for the year ended June 30, 2009.
3. To appoint auditors for the year ending June 30, 2010 and fix their remuneration.
4. To transact such other business as may be placed before the meeting with the permission of the Chairman.

By Order of the Board

**SD/-**

Fayyaz Ahmad Bhatti  
Company Secretary

The Refinery  
Morgah, Rawalpindi  
October 08, 2009



### Notes :

- i. Share Transfer Books of the Company will remain closed and no transfer of shares will be accepted for registration from October 22, 2009 to October 28, 2009 (both days inclusive). Transfers received in order at the Shares Department of M/s. Noble Computer Services (Pvt) Limited, Mezzanine Floor, House of Habib Building (Siddiqsons Tower), 3-Jinnah C. H. Society, Main Shahrah-e-Faisal, Karachi-75350, Pakistan, by the close of business on October 21, 2009 shall be treated in time for the purpose of Annual General Meeting.
- ii. A member entitled to vote at this meeting may 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, P.O. Refinery, Morgah Rawalpindi-46600, Pakistan, duly stamped and signed, not later than 48 hours before the time of the meeting.
- iii. CDC account holders shall follow the under mentioned guidelines as laid down in Circular No.1 dated January 26, 2000 issued by the Securities & Exchange Commission of Pakistan:
  - a. In case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account and their registration detail is uploaded as per the regulations, shall authenticate identity by showing his/her original Computerized National Identity Card (CNIC), or original Passport at the time of attending the meeting.
  - b. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be produced (unless provided earlier) at the time of meeting.
- iv. Members are requested to promptly notify the Company of any change in their address.
- v. Form of proxy is enclosed herewith.