

PAKISTAN OILFIELDS LIMITED

NOTICE OF EXTRA-ORDINARY GENERAL MEETING

Notice is hereby given that the Twentieth (20th) Extra-Ordinary General Meeting of the Company will Insha'Allah be held on Tuesday June 20, 2017 at 11:00 am at Attock House, Morgah, Rawalpindi to transact the following business:

ORDINARY BUSINESS

1. To elect seven directors as fixed by the Board of Directors for a term of three years commencing from June 27, 2017.

The following are the names of the retiring directors:

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|-------------------------|-------------------------|
| 1) Mr. Laith G. Pharaon | 2) Mr. Wael G. Pharaon |
| 3) Mr. Shuaib A. Malik | 4) Mr. Sajid Nawaz |
| 5) Mr. Abdus Sattar | 6) Mr. Tariq Iqbal Khan |
| 7) Mr. Nihal Cassim | |

The retiring directors are eligible for re-election.

2. To transact any other business with the permission of the Chairman.

BY ORDER OF THE BOARD

Registered Office:
POL House,
Morgah, Rawalpindi.
May 29, 2017


Company Secretary

NOTES:

1. Notice of intention by persons seeking to contest the election

Any person who is not ineligible to be appointed as a director under the Companies Ordinance, and seeks to contest the election to the office of director shall whether he/she is a retiring director or otherwise, file with the Company, at its registered office not later than fourteen days before the date of the above said meeting his/her intention to offer himself/herself for the election as a director in terms of the Companies Ordinance, together with:

- i. Consent to act as director as per prescribed "Form" under the Companies Ordinance.
- ii. Detailed profile along with office address for placement on the Company's website, seven days prior to the date of election in terms of SRO 634 (1) 2014 of July 10, 2014. and
- iii. Declaration in respect of being compliant with the requirements of the Code of Corporate Governance and the Companies Ordinance to act as a director of a listed company.

2. For appointing proxies

A member entitled to attend and vote at this meeting may appoint any other person as his/her proxy to attend and vote on his/her behalf. Duly completed proxy form and the power of attorney or other authority under which it is signed or notarially attested copy of the power of attorney must be deposited at least 48 hours before the time of meeting at the registered office of the Company.

- a) In case of Individual shareholders, having physical shares shall submit the proxy form as per following requirements:
 - i. Shareholder appointing proxy shall mention his/her folio number and detail as per share register of the Company.
 - ii. Signature of the shareholder should agree with the specimen signature registered with the Company.
 - iii. The proxy form shall be witnessed by two persons, whose names, addresses and CNIC numbers shall be mentioned on the form.
 - iv. Attested copies of the CNIC or the passport of beneficial owner, witnesses, proxy and a copy of CNIC of Officer attesting the CNICs shall be furnished with the proxy form.
 - v. Signature of witnesses and proxy should agree with their signatures on the CNICs.
- b) Members, who have deposited their shares into Central Depository Company of Pakistan Limited ("CDC") shall submit the proxy form as per following requirements:
 - i In case of individuals, the account holder, and/or sub-account holders whose registration details are uploaded as per the CDC Regulations shall mention his/her Participant ID and account number mentioned in CDC.
 - ii The proxy form shall be witnessed by two persons, whose names, addresses and CNIC numbers shall be mentioned on the form.

- iii Attested copies of the CNIC or the passport of beneficial owners, witnesses, proxy and a copy of CNIC of Officer attesting the CNICs shall be furnished with the proxy form.
 - iv Signature of beneficial owner, witnesses and proxy should agree with their signatures on the CNICs.
- c) In the case of corporate entity, following documents shall be furnished along with the proxy form:
- i. Board's resolution/Power of Attorney of appointing person, with specimen signatures of the person authorized to appoint proxy for representing the corporate entity in the meeting duly attested by the company secretary.
 - ii. The proxy form shall be witnessed by two persons, whose names, addresses and CNIC numbers shall be mentioned on the form.
 - iii Attested copies of the CNIC or the passport of person authorized to appoint proxy, witnesses, proxy and a copy of CNIC of Officer attesting the CNICs shall be furnished with the proxy form.
 - iv. Signature of proxy and witnesses should agree with their signature on the CNICs.
 - v. Copy of form 29 submitted for appointment of the company secretary duly verified by the registrar of companies.

3. Participation in the Extra Ordinary General Meeting (EOGM)

- a) In case of Individual shareholder, having physical shares shall authenticate his/her identity by showing his/her original computerized national identity card (CNIC) or original Passport.
- b) Individual Shareholders, who have deposited their shares into Central Depository Company of Pakistan Limited ("CDC") whose registration details are uploaded as per the CDC Regulations, shall authenticate his/her identity by showing his/her original CNIC or, original Passport along with Participant ID number and the account number at the time of attending the meeting.

4. 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 June 14, 2017 to June 20, 2017 (both days inclusive). Transfers received in order at the registered office of the Company by the close of business on June 13, 2017 will be treated in time.

5. Members are requested to promptly notify any change in their addresses.