



**By PUCARS and Courier**

Pakistan Stock Exchange Limited  
Stock Exchange Building  
Stock Exchange Road  
Karachi

19<sup>th</sup> March 2020

Attention: The General Manager

Dear Sirs,

**Re: *Extraordinary General Meeting of Byco Petroleum Pakistan Limited  
(Revised Arrangements)***

An Extraordinary General Meeting of Byco Petroleum Pakistan Limited (“BPPL”) is scheduled to be held on Thursday, 2<sup>nd</sup> April 2020 at 10:00 a.m. at the Auditorium of the Pakistan Stock Exchange Limited, Karachi (the “EOGM”). The Notice of the EOGM has already been circulated to the shareholders and published in newspapers on 11<sup>th</sup> March, 2020.

In light of the very recent direction of the Government of Sindh through its notification No. SO(C-IV)/SGA&CD/3-1/2020, dated 14<sup>th</sup> March, 2020, for the control and prevention of Coronavirus (COVID/19), all functions, events and gatherings at clubs, hotels, halls, auditoriums etc. have been suspended with immediate effect. Accordingly, BPPL has revised the arrangements for convening the EOGM for the convenience and protection of all our respected shareholders, in compliance with the guidelines issued by the Securities and Exchange Commission of Pakistan vide circular No. 5 of 2020, dated 17<sup>th</sup> March, 2020, which, *inter alia*, has directed listed companies to avoid large gatherings at one place and consider using video link facility, webinar and other electronic means, as under:

***Change in Venue of EOGM:***

- Directors available in Pakistan and the Company Secretary of BPPL will give their presence at the 10<sup>th</sup> Floor, The Harbour Front, Dolmen City, HC-3, Block-4, Marine Drive, Clifton, Karachi to coordinate with the shareholders and consolidate the proxies to ensure the quorum.
- The EOGM will start at 10:00 a.m. after ensuring that the required quorum for the meeting is complete.

***Participation of Shareholders through Online Facility (Webinar):***

- Shareholders are encouraged to participate in the EOGM through an online facility being provided in the shape of webinar. Shareholders will be notified through newspapers (one edition each in English and Urdu languages) to intimate them about these revised arrangements. Shareholders will be able to login and participate in the EOGM proceedings through their

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**Byco Petroleum Pakistan Limited**

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smartphones or computer devices from their homes or any convenient location after completing all the formalities required for the verification and identification of the shareholders.

- The login facility will be opened at 9:30 a.m. on 2<sup>nd</sup> April, 2020 enabling the participants to join the proceedings which will start at 10:00 a.m. sharp.
- Shareholders interested in attending the EOGM through webinar are requested to register by submitting their following particulars at the Company Secretary's email ([company.secretary@byco.com.pk](mailto:company.secretary@byco.com.pk)) before the close of business hours on Tuesday, 31<sup>st</sup> March, 2020. The link to the webinar will be sent to the shareholders on the email address provided in the below table:

S. No.	Shareholder's Name	CNIC No.	Folio No.	Cell No.	Email Address

- Shareholders can also provide their comments / suggestions for the agenda items proposed to be conducted the EOGM in the same manner as it is being discussed in the EOGM, and later shall be made part of the minutes of the meeting on email: [company.secretary@byco.com.pk](mailto:company.secretary@byco.com.pk).

The purpose of the aforementioned arrangements is to ensure maximum participation of the shareholders in the EOGM through an online facility (*webinar*). Shareholders are also requested to consolidate their attendance through proxies, so that the quorum requirement may also be fulfilled.

The management and the Board of Directors of BPPL stand committed to comply with all the laws and regulations without compromising the health and safety advisories issued by the Government and different regulatory authorities / bodies.

We respectfully regret any inconvenience caused in this respect.

Yours truly,

Majid Muqtadir  
Company Secretary

Copy: Director/HOD, Surveillance, Supervision and Enforcement Department,  
Securities and Exchange Commission of Pakistan, NIC Building, Jinnah Avenue, Blue Area,  
Islamabad.