

NOTICE OF 57TH ANNUAL GENERAL MEETING

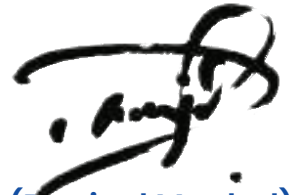
NOTICE IS HEREBY given that the 57th Annual General Meeting (AGM) of Burshane LPG (Pakistan) Limited will be held on Friday, October 27, 2023 at 11:30 A.M, at our Korangi Plant (KPI) adjacent to Pakistan Refinery Limited, Korangi Creek, Karachi and transport facility will be arranged and depart on 10:30 A.M from our head office: Horizon Vista, Block 4, Scheme no. 5, Clifton to transact the following business:

Ordinary Business:

1. To confirm minutes of the 56th Annual General Meeting of the Company held on October 21, 2022.
2. To receive, consider and adopt the Audited Financial Statements together with the Directors' Report and the Auditors' Report thereon for the year ended June 30, 2023.
3. To appoint auditors of the Company for the financial year ending June 30, 2024 and to fix their remuneration. The Board of Directors of the Company has recommended the name of retiring auditors M/s. BDO Ebrahim & Co., Chartered Accountants, for their appointment as external auditors for the year ending June 30, 2024. The retiring auditors, being eligible, have offered themselves for re-appointment for the year ending June 30, 2024.
4. To consider any other business with the permission of the chair.

Karachi
Dated: October 03, 2023

By order of the Board



(Daniyal Mughal)
Company secretary

Notes:

1. Book Closure:

The Share Transfer Books of the Company will remain closed from October 21 to October 27, 2023 (both days inclusive). Transfers received in order by our Share Registrar, M/s. THK Associates (Pvt.) Limited, Plot No. C-32, Jami Commercial Street-2, D.H.A., Phase-VII, Karachi by the close of business on October 20, 2023 will be considered in time for the determination of any entitlement, as recommended by the Board of Directors, attending the meeting and vote at the meeting.

2. Election of Directors:

Any member who seeks to contest an election of Directors of the Company shall file with the Company at its Registered Office not later than fourteen (14) days before the date of the EOGM his/her intention to offer himself / herself for election of Directors in terms of section 159(3) of the Companies Act, 2017 together with:

1. Consent to act as director in Form – 28, duly completed and signed by the candidate, as required under section 167(1) of the Companies Act, 2017;
2. Detailed profile along with office address for placement on to the Company's website seven days prior to the date of election in terms of SRO 25(1) 2012 of 16th January 2012;
3. Signed declaration to the effect that he / she is aware of the duties and power of directors and compliant with the requirements and eligibility criteria under the Companies Act., 2017, Memorandum and Articles of Association of the Company, Rule Book of Pakistan Stock Exchange Limited and Code of Corporate Governance Regulations, 2017 and other relevant laws and regulations;
4. Attest Copy of Valid CNIC / Passport and NTN;
5. His / her Folio No. / CDC Account No. / CDC sub-account No.;
6. Any other document / information he / she think necessary

3. Statement of Material Facts under Section 166(3) of the Companies Act, 2017 regarding Independent Directors:

Independent Directors will be elected through the process of election of directors in terms of Section 159 of the Companies Act, 2017 and they shall meet the criteria laid down under section 166(2) of the Companies Act, 2017.

4. Appointment of Proxies and Attending AGM:

1. A member entitled to attend and vote at the meeting may appoint another member as his/her proxy who shall have such rights as respects attending, speaking and voting at the meeting as are available to a member.
2. A duly completed instrument of proxy to be valid must be deposited at the registered office not less than 48 hours before the time of the meeting. Attested copies of valid CNIC or the passport of the member and the Proxy shall be furnished with the Proxy Form.
3. The instrument of proxy should be duly signed, stamped and witnessed by two persons with their names, address, CNIC numbers and signatures.
4. CDC account holders are also required to follow the guidelines as laid down in Circular No.1 dated January 26, 2000 issued by the Securities and Exchange Commission of Pakistan (SECP).

A. For Attending the Meeting:

1. In case of individual, 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 the 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.
2. Members registered on Central Depository Company (CDC) are also requested to bring their particulars, I.D. numbers and account numbers in CDS.
3. 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 meeting.

B. For Appointing Proxies:

1. In case of individual, 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 the regulations, shall submit the proxy form as per requirement notified by the Company.
2. The Proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
3. Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
4. The proxy shall produce his original CNIC or original passport at the time of the meeting.
5. Corporate entities shall submit the Board of Directors resolution/Power of Attorney with specimen signature along with proxy form.

5. Change in Members Addresses:

Members are requested to notify any changes in their addresses immediately to the Share Registrar M/s. THK Associates (Pvt.) Limited.

6. Submission of Copies of Valid CNICs (mandatory):

Members, who have not yet submitted attested photocopy of their valid CNIC along with folio number are requested to send the same, at the earliest, directly to the Company's Share Registrar.

7. Payment of Dividend through electronic mode (mandatory):

Under the provisions of Section 242 of the Companies Act, 2017, it is mandatory for a listed Company to pay cash dividend to its shareholders only through electronic mode directly into bank account designated by the entitled shareholders.

In order to receive dividend directly into their bank account, shareholders are requested to fill in Electronic Credit Mandate Form available on Company's website and send it duly signed along with a copy of CNIC to the Registrar of the Company, in case of physical shares.

In case shares are held in CDC then Electronic Credit Mandate Form must be submitted directly to shareholder's broker / participant / CDC account services.

8. Circulation of Audited Financial Statements Through E-Mail and by CD/DVD/USB:

The Company be and is hereby allowed to transmit its annual audited financial statements, auditor's report and directors report etc. (annual audited accounts) to the Company's shareholders at their registered addresses in the form of soft copies in CD / DVD / USB instead of transmitting the annual audited accounts in printed copy as allowed by the Securities and Exchange Commission of Pakistan via SRO No.470(I)/2016 dated May 31, 2016".

9. Unclaimed dividends & bonus shares:

Shareholders, who by any reason, could not claim their dividend or bonus shares or did not collect their physical shares, are advised to contact our Share Registrar M/s THK Associates (Pvt) Ltd. to collect/enquire about their unclaimed dividend or pending shares, if any.

Please note that in compliance with Section 244 of the Companies Act, 2017, after having completed the stipulated procedure, all dividends unclaimed for a period of three years from the date due and payable shall be deposited to the credit of the Federal Government and in case of shares, shall be delivered to the Securities & Exchange Commission of Pakistan.