

NOTICE OF 64TH ANNUAL GENERAL MEETING

Notice is hereby given that the 64th Annual General Meeting of Sui Southern Gas Company Limited will be held through Tele / Video link facility from the Company's Head Office, SSGC House, Sir Shah Suleman Road, Block 14, Gulshan-e-Iqbal, Karachi on Wednesday, August 05, 2020 at 11:00 am to transact the following businesses;

ORDINARY BUSINESS:

1. To review the minutes of the Extra Ordinary General Meeting (EOGM) of the Company held on October 28, 2019.
2. To consider the Annual Audited Financial Statements of the Company for the year ended June 30, 2018 together with the Directors' Report in English and Urdu version and Auditors' Reports thereon.
3. To appoint Auditors for the year ended June 30, 2019 and fix their remuneration. The retiring auditors M/s. Deloitte Yousuf Adil, Chartered Accountants who, being eligible, have offered themselves for re-appointment.
4. To transact any other business with the permission of the Chair.

Due to prevailing circumstances of COVID-19 across the country and in line with the direction issued to listed companies by Securities and Exchange Commission of Pakistan, vide its Circular # 5 of 2020 dated March 17, 2020, the Company has decided to hold its AGM through electronic means. In this regard, special arrangements have been made for the AGM which are as under;

- AGM will be held through Zoom application – a video link facility.
- Shareholders interested in attending the AGM through Zoom application will be requested to get themselves registered with Company's Share Registrar at least 48 hours before the time of AGM at cdcrt@cdcpak.com by providing the following details;

Sr. #	Folio / CDC A/c Number	Name of Shareholder	CNIC Number	Cell Number	Email Address

- Login facility will be opened thirty minutes before the meeting time to enable the participants to join the meeting after the identification process. Shareholders will be able to login and participate in the AGM proceedings through their devices after completing all the formalities required for the identification and verification of the shareholders.
- Shareholders may send their comments and suggestions relating to the agenda items of the AGM to the Company Secretary office at least two working days before the AGM, at the given email address **AGM2018@ssgc.com.pk** or **WhatsApp / SMS on 0321-8200864**. Shareholders are required to mention their full name, CNIC # and Folio/CDS # for this purpose.
- Shareholders will be encouraged to participate in the AGM to consolidate their attendance and participation through proxies.

By order of the Board



Shoaib Ahmed
Company Secretary

Karachi: July 13, 2020

Notes:

1. Closure of Shares Transfer Book

The shares transfer book of the Company shall remain closed with effect from July 28, 2020 to August 05, 2020 (both days inclusive). Transfers received in order at the office of Share Registrar M/s. CDC Share Registrar Services Limited, CDC House, 99-B, Block- B, S.M.C.H.S, Karachi, Phone # 021-111-111-500 (the Share Registrar) at the close of business on July 27, 2020 will be considered in time to attend the meeting.

2. Change of Address

The shareholders are requested to notify change in their address, if any, to our Share Registrar.

3. Participation in Annual General Meeting

a) Through electronic means (Optional/Recommended via video conferencing)

In wake of the prevalent COVID-19 pandemic situation and in the light of the relevant guidelines issued by the Securities and Exchange Commission of Pakistan (SECP) vide Circular # 5 of 2020 dated March 17, 2020 the shareholders are encouraged to participate in the General Meeting through electronic facility arranged by SSGC. In order to attend the AGM through electronic facility, the shareholders are requested to get themselves registered with CDC Share Registrar Services Limited at least 48 hours before the time of AGM at cdccta@cdcpak.com.

b) Participation in the Annual General Meeting

A member entitled to attend and vote at this meeting is entitled to appoint another person as his / her proxy to attend and vote. Proxies in order to be effective must be received at the Registered Office of the Company duly stamped and signed at least 48 hours before the time of AGM.

4. CDC Account holders will further have to follow the under mentioned guidelines

a) For attending the meeting

- i) In case of individuals, 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 regulations, shall authenticate his/her identity by showing his/her original Computerized National Identity Card (CNIC) / original passport at the time of attending the meeting.
- ii) In the case of corporate entities, the Board of Directors' resolution / power of attorney with specimen signature of the nominee shall be produced at the time of the meeting (unless it has been provided earlier).

b) For appointing proxies

- i) In case of individuals, 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 regulations, shall submit the proxy form as per the above mentioned requirement.
- 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 CNIC or the Passport of the beneficial owners and of the proxy shall be furnished with the proxy form.
- iv) The proxy shall produce his / her original CNIC or original passport at the time of the meeting.
- v) In the case of a corporate entity, the Board of Directors' resolution / power of attorney with specimen signature of the person nominated to represent and vote on behalf of the corporate entity shall be submitted along with proxy form to the Company (unless it has been provided earlier).
- vi) The proxy instrument must be completed in all respects and in order to be effective should be deposited at the office of the Company Secretary at least 48 hours before the time of AGM.
- vii) If any member appoints more than one proxy for any one meeting and more than one instruments of proxy are deposited with the Company, all such instruments of proxy shall be rendered invalid.

5. Transmission of Annual Audited Financial Statements through DVD

The Company has circulated Annual Financial statements to its members through DVD at their registered addresses. Printed copy of same can be provided to the members upon request. Request Form is available on the website of the Company i.e. www.ssgc.com.pk.

6. Transmission of Annual Reports through E-mail

The SECP vide SRO 787 (1)/2014 dated September 08, 2014 has provided an option for the shareholders to receive audited financial statements along with notice of Annual General Meeting electronically through e-mail. Hence, members who are interested in receiving the annual reports and notice of Annual General Meeting electronically in future are requested to send their e-mail addresses on the Consent Form placed on the Company's website www.ssgc.com.pk, to the Company's Share Registrar. The Company shall, however, additionally provide hard copies of the annual report to such members, on request, free of cost.

7. Availability of Audited Financial Statements on Company's Website

The audited financial statements of the Company for the year ended June 30, 2018 have been made available on the Company's website www.ssgc.com.pk.