

NOTICE OF 67th ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of Sui Southern Gas Company Limited will be held at the SSGC Head Office, located at SSGC House, Sir Shah Suleman Road, Block-14, Gulshan-e-Iqbal, Karachi on Friday, February 10, 2023 at 11.00 a.m., as well as through electronic means / video link facility to transact the following business:

Ordinary Business

- 1) To review the minutes of the 66th Annual General Meeting (AGM) held on Friday, June 03, 2022.
- 2) To consider the Audited Financial Statements of the Company for the year ended June 30, 2021 together with the Directors' and Auditors' Report, thereon.
- 3) To appoint Auditors for the year ended June 30, 2022 and fix their remuneration.

Any Other Business

- 4) To transact such other business as may be placed before the meeting with the permission of the Chair.

By Order of the Board



Mateen Sadiq
(Company Secretary)

January 06, 2023
Karachi

NOTES:

1) BOOK CLOSURE

The Share Transfer Books of the Company will remain closed from Friday, February 03, 2023 to Friday, February 10, 2023 (both days inclusive). Transfers received in order at CDC Share Registrar Services Limited, CDC House, 99-B, Block-B, S.M.C.H.S., Main Shahrah-e-Faisal, Karachi - 74400, Pakistan, by the close of business hours on Thursday, February 2, 2023 will be treated in time, for the purpose of attending the AGM.

2) PARTICIPATION IN AGM THROUGH ELECTRONIC MEANS

Shareholders interested in attending the AGM through Zoom application are hereby requested to get themselves registered with CDC Share Registrar Services Limited latest by Wednesday, February 8, 2023 at 11:00 a.m. by sending an email with subject 'Registration for SSGC AGM' at cdcsr@cdcsrsl.com or send a message via WhatsApp on +92 321 820 0864 along with a valid scanned copy of the applicant's CNIC. While participating through electronic means, members are advised to provide the following mandatory information:

Name of Shareholder	CNIC #	Folio / CDS Account #	Cell No.	Email Address

Members will be registered after necessary verification as per the above required information and will be provided with a video link at their provided email address. The login facility will be opened thirty (30) minutes before the meeting time to enable the participants to join the meeting after the identification process.

3) FOR PERSONAL ATTENDANCE

- In case of individuals, the account holders or sub-account holders, whose registration details are uploaded as per the Regulations, shall authenticate his / her identity by showing his / her original CNIC or original passport at the time of attending the Meeting.
- In case of corporate entity, the certified Board of Directors' Resolution / valid Power of Attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of the Meeting.

4) APPOINTMENT OF PROXY

- A Member entitled to attend and vote at the Meeting may appoint a proxy in writing to attend the Meeting and vote on the Member's behalf. A proxy must be a member of the Company, except for corporate entities. Duly completed Forms of Proxy must be deposited at SSGC Head Office, SSGC House, Sir Shah Suleman Road, Block -14, Gulshan-e-Iqbal, Karachi no later than 48 hours before the time fixed for the Meeting. Please note that any Form of Proxy received after the stated time will be considered invalid.
- Shareholders (Non-CDC) are requested to promptly notify to the Share Registrar of the Company, M/s. CDC Share Registrar Services Limited, CDC House, 99-B, Block-B, S.M.C.H.S., Main Shahrah-e-Faisal, Karachi of any change in their addresses. All shareholders holding their shares through CDC are requested to please update their addresses with their participants / Investor Account Services.
- CDC account holders will further have to follow the undermentioned guidelines as laid down in Circular 1 dated January 26, 2000 issued by the Securities and Exchange Commission of Pakistan.
- In case of individuals, the account holders or sub-account holders, whose registration details are uploaded as per the Regulations, shall submit the Proxy Form as per the below requirements:
 - ▶ Attested copies of valid CNIC or the passport of the beneficial owner(s) and the proxy shall be furnished with the Form of Proxy.
 - ▶ The proxy shall produce his / her valid original CNIC or original passport at the time of the Meeting.
 - ▶ In case of corporate entity, the Board of Directors' resolution / Power of Attorney with specimen signature shall be submitted (unless it has been provided earlier) along with Form of Proxy to the Company.

- ▶ The Form of Proxy must be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on that Form.
- ▶ If a member appoints more than one proxy, and more than one instruments of proxy are deposited by a member with the Company, all such instruments of proxy shall be rendered invalid.

5) CONVERSION OF PHYSICAL SHARES INTO BOOK-ENTRY FORM

Section 72 (2) of the Companies Act, 2017 provides that every existing Company shall be required to replace its physical shares with the book-entry form within four (4) years of the date of the promulgation of the Act. Further, SECP vide its letter dated March 26, 2021, has directed listed companies to pursue their shareholder holding securities in physical form to convert the same in the book-entry form. To ensure compliance with the aforementioned provision and to be benefited by holding securities in the book-entry form, all shareholders holding shares in physical form are again requested to convert their shares into book-entry form.

6) SUBMISSION OF COPY OF CNIC / NTN CERTIFICATE (MANDATORY)

Members are requested to provide a copy of valid CNIC / NTN Certificate to their respective Participant / CDC Investor Account Services in case of Book-Entry Form, or to the Company's Share Registrar in case of Physical Form, duly quoting thereon the Company's name and respective folio numbers.

7) MANDATORY REGISTRATION DETAILS OF PHYSICAL SHAREHOLDERS

According to Section 119 of the Companies Act, 2017 and Regulation 19 of the Companies (General Provisions and Forms) Regulations, 2018, all physical shareholders are advised to provide their mandatory information such as CNIC number, address, email address, contact mobile / telephone number, International Bank Account Number (IBAN), etc. to the Company's Share Registrar at their address, provided in Note 1 mentioned above, immediately to avoid any non-compliance of law or any inconvenience in future.



Glimpses from the 66th Annual General Meeting

