



PAKISTAN OXYGEN LIMITED
(formerly Linde Pakistan Limited)

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Sixty-ninth Annual General Meeting of PAKISTAN OXYGEN LIMITED (formerly Linde Pakistan Limited) will be held on Thursday, the 26th day of April 2018 at 9:30 a.m. at the Company's Registered Office, West Wharf, Dockyard Road, Karachi, to transact the following business:

1. To receive and consider the Financial Statements of the Company for the year ended 31 December 2017 and Reports of the Directors and Auditors thereon.
2. To consider and, if thought fit, to authorize the payment of cash dividend of Rs 5.50 per ordinary share of Rs 10/- each for the year ended 31 December 2017 as recommended by the Directors of the Company, payable to those Members whose names appear on the Register of Members as at the close of business on 19 April 2018.
3. To appoint the Auditors of the Company and to fix their remuneration. The Board of Directors recommends, based on the recommendation of the Audit Committee, the appointment of M/s. BDO Ebrahim & Co., Chartered Accountants in place of retiring auditors M/s. KPMG Taseer Hadi & Co, Chartered Accountants who have also offered themselves for reappointment.

By Order of the Board

MAZHAR IQBAL
Company Secretary

Karachi: 27 February 2018

NOTES:

1. Transport will be provided to members of the Company from the Parking Area of the Pakistan Stock Exchange Limited at Railway premises, near Tower and departure will be at 8:45 a.m. sharp on 26 April 2018.
2. The Share Transfer Books of the Company will be closed from 20 April to 26 April 2018 (both days inclusive).
3. A member entitled to attend, speak and vote at the Annual General Meeting may appoint a proxy to attend and vote on his/her behalf and a proxy so appointed shall have the same rights in respect of speaking and voting at the meeting as are available to a Member. Proxies in order to be effective must be received at the Registered Office of the Company not later than 48 hours before the time of the meeting. The proxy must be a member of the Company, except that a Corporation being a member of the Company may appoint as its proxy one of the officers or some other person though not a member of the Company.
4. Members are requested to immediately notify any change in their address or bank mandate as registered to the Company's Share Registrar, Central Depository Company of Pakistan Limited, Shares Registrar Department, CDC House, 99-B, Block-B, S.M.C.H.S., Main Shahrah-e-Faisal, Karachi -74400.
5. CDC Account Holders will further have to follow the guidelines as laid down in Circular 1, dated 26 January 2000 issued by the Securities and Exchange Commission of Pakistan. These guidelines have been incorporated in the notice being sent to the shareholders.

Computerized National Identity Card (CNIC)/National Tax Number (NTN):

CNIC or NTN of the shareholders is mandatory in terms of the directive of the Securities and Exchange Commission of Pakistan as contained in S.R.O. 831(1)2012 dated 5 July 2012 for the Issuance of dividend warrants and in the absence of such information, payment of dividend may be withheld in terms of SECP's above mentioned directive. Therefore, the shareholders, who have not yet provided their CNICs or NTN are once again advised to provide the attested copies of their CNICs or NTN (if not already provided) directly to our Share Registrar without further delay.

Payment of Cash Dividend Electronically (Mandatory):

Under second proviso to Section 242 of the Companies Act, 2017, listed companies are required to pay declared cash dividends only through electronic mode directly into the bank accounts designated by the entitled shareholders. In this way, dividends may be instantly credited to respective bank accounts and there are no chances of dividend warrants getting lost in the post, undelivered or delivered to the wrong address, etc.

Accordingly, the shareholders of the company are requested to provide the following information for payment of cash dividend to be declared by the company through electronic mode directly in the bank account designated by you:

Title of Bank Account	
Account Number	
IBAN Number	
Bank's Name	
Branch Name and Address	
Cell Number of Shareholder	
Landline Number of Shareholder	
Email of Shareholder	

Shareholders will intimate the changes, if any, in the above-mentioned information to the Company's Share Registrar as soon as these occur.

Circulation of Audited Financial Statements through E-mail and by CD/DVD/USB:

Pursuant to Notification SRO No. 470(I)/2016 dated 31 May 2016, the SECP has allowed (in addition to e-mail), circulation of annual balance sheet and profit and loss account, auditor's report and directors report etc. ("Audited Financial Statements") to the members along with the notice of the Annual General Meeting ("AGM") through CD/DVD/USB to the members at their registered addresses.

Therefore, it is notified to all members that in accordance with Notification SRO No. 470(I)/2016, members who wish to receive the hard copies of the Audited Financial Statements (Annual Report) along with notice of AGM, may send the Standard Request Form to the Company's Share Registrar. The Standard Request Form is available on the Company's website: www.pakoxygen.com. If a member prefers to receive hard copies for all the future Audited Financial Statements and notice of AGM, then such preference of the member shall be noted in the Standard Request Form.

Deduction of Withholding Tax on the amount of Dividend U/S 150 of the Income Tax Ordinance, 2001 (Mandatory):

As per Section 150 of the Income Tax Ordinance, 2001, different rates have been prescribed for deduction of withholding tax on the amount of dividend paid by companies. These rates are as under:

- (a) For filers of income tax returns : 15%
 (b) For non-filers of income tax returns : 20%

To enable the Company to make a tax deduction on the amount of cash dividend @ 15% instead of 20%, all the shareholders whose names are not entered into the Active Tax-payers List (ATL) provided on the website of FBR, despite the fact that they are filers, are advised immediately to make sure that their names are entered into ATL by the close of business on 19 April 2018, otherwise tax on their cash dividend will be deducted @ 20% instead of 15%. For any query/problem/information, the investors may contact the Company and/or the Share Registrar.

Further, according to clarification received from Federal Board of Revenue (FBR), withholding tax will be determined separately on 'Filer/Non-Filer' status of Principal shareholder as well as Joint-holder(s) based on their shareholding proportions, in case of joint accounts. In this regard, all shareholders who hold shares jointly are requested to furnish shareholding details of Principal shareholder and Joint-holder(s) in respect of shares held by them to the Company's Share Registrar in writing in the following manner by close of business on 19 April 2018:

Folio/CDS Account #	Total Shares	Principal Shareholder		Joint Shareholder	
		Name and CNIC #	Shareholding Proportion (No. of Shares)	Name and CNIC #	Shareholding Proportion (No. of Shares)

The corporate shareholders having CDC accounts are required to have their National Tax Number (NTN) updated with their respective participants, whereas corporate physical shareholders should send a copy of their NTN certificates to the Company's Share Registrar. The shareholders while sending NTN or NTN certificates, as the case may be, must quote company name and their respective folio numbers.

Consent for Video Conference Facility:

For this Annual General Meeting, under following conditions, members can also avail video conference facility.

If the Company receives consent from members holding in aggregate 10% or more shareholding residing at a geographical location, to participate in the meeting, the Company will arrange video conference facility in that city subject to availability of such facility in that city.

The Company will intimate members regarding venue of video conference facility 5 days before the date of general meeting along with complete information necessary to enable them to access such facility.

In this regard, members who wish to participate through video conference facility should send a duly signed request as per the following format to the registered address of the Company at least 10 days before the date of general meeting.

Consent for Video Conference Facility

I/We/Messrs, _____ of _____, being a member of **Pakistan Oxygen Limited** (formerly Linde Pakistan Limited), holder of _____ ordinary share(s) as per Registered Folio/CDC Account No. _____, hereby opt for video link facility at _____.

Signature of the Member(s)

(Please affix company stamp in case of corporate entity)