

30 March 2020

The Shareholders
Pakistan Oxygen Limited
Karachi

Dear Sir/Madam,

I trust you are safe and in good health.

As you are aware, all business and commercial activities in the city are closed due to lockdown in the entire province of Sindh on account of prevalent COVID-19.

Accordingly, the Company has transmitted complete set of Annual Report 2019 containing notice of **Annual General Meeting (AGM) being held through video link on April 21, 2020 at 10:00 a.m.** through emails to all those shareholders who have provided their email addresses. A copy of the Annual Report and Financial Statements 2019 is also available on the Company's website for your ready reference. The Company shall also ensure that CDs with the Annual Report 2019 will be sent to the shareholders as soon as lockdown in the city is lifted and restrictions on movement of people and business activities are relaxed.

Moreover, in accordance with the SECP Circular No. 5 of 2020 dated 17 March 2020, and Government's restrictions on public gatherings, the AGM shall be held via video link facility. In view of the prevailing situation, shareholders are urged to provide proxies.

A detailed guideline relating to participation in the proceedings of the AGM through video link and other relevant information is set out in the Notice of AGM as contained in the Annual Report 2019.

Yours truly,

A handwritten signature in black ink, appearing to read 'Mazhar Iqbal', with a stylized flourish at the end.

Mazhar Iqbal
Company Secretary