

NOTICE OF 69TH ANNUAL GENERAL MEETING

Notice is hereby given that the 69th Annual General Meeting of Sui Southern Gas Company Limited ("the Company") will be held on Friday, November 29, 2024 at 10:30 a.m., at Jade Hall, Arena, Habib Rehmatullah Road, Karsaz, Karachi as well as through video conferencing to transact the following businesses:

ORDINARY BUSINESS:

1. To review the minutes of the 68th Annual General Meeting held on December 29, 2023
2. To consider and adopt the Annual Audited Financial Statements of the Company for the year ended June 30, 2023, together with the Directors' and Auditors' Reports thereon.



www.ssgc.com.pk/all-financial-reports

3. To appoint auditors of the Company for the year ended June 30, 2024 and fix their remuneration. The Board Audit Committee and Board of Directors have recommended the name of M/s. BDO Ebrahim & Co., Chartered Accountants for appointment as auditors of the Company.
4. To transact any other business with the permission of the Chair.

By order of the Board



Fawad Ahmed Khan
Company Secretary

Place: Karachi

Date: November 08, 2024



Notes:

A. BOOK CLOSURE

- i. The Share Transfer Books of the Company will remain closed from Friday, November 22, 2024 to Friday, November 29, 2024 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, November 21, 2024 will be treated in time, for the purpose of attending the AGM.

B. REQUIREMENTS FOR ATTENDING THE ANNUAL GENERAL MEETING

- i. In the case of individuals, the account holder or sub-account holder whose registration details are uploaded as per the Central Depository Company of Pakistan Limited Regulations, shall authenticate his / her identity by showing his / her valid original Computerized National Identity Card (CNIC) or original Passport at the time of attending the AGM.
- ii. In the case of corporate entity, Board of Directors' Resolution / Power of Attorney and attested copy of the CNIC or passport of the nominee shall also be produced (unless provided earlier) at the time of meeting.

C. REQUIREMENTS FOR APPOINTING PROXIES

- i. A member entitled to attend and vote at this meeting may appoint another member as his / her proxy to attend and vote. Proxies in order to be effective, must be received at SSGCL Head Office, SSGC House, Sir Shah Suleman Road, Block -14, Gulshan-e-Iqbal, Karachi, not later than forty-eight (48) hours before the time of the meeting and must be duly stamped, signed and witnessed.
- ii. Members, proxies or nominees shall authenticate their identity by showing their original Computerized National Identity Card (CNIC) or original Passport and by bringing their folio numbers at the time of attending the meeting.
- iii. In order to be effective, the proxy forms must be received at the Head Office of the Company no later than 48 hours before the meeting, duly signed and stamped and witnessed by two persons with their names, addresses, CNICs' numbers and signatures.
- iv. In the case of individuals, attested copies of CNIC or passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- v. In the case of proxy by a corporate entity, Board of Directors' Resolution / Power of Attorney and attested copy of the CNIC or passport of the proxy shall be submitted along with the proxy form.
- vi. In case of proxy for corporate members, the Board of Directors' Resolution / Power of Attorney with specimen signature of the nominee shall be produced at the time of meeting (unless it has been provided earlier to the Shares Registrar).

D. TRANSMISSION OF ANNUAL REPORTS VIA QR ENABLED CODE AND E-MAIL

- i. SECP vide S.R.O 389(I)/2023 dated March 21, 2023, shareholders in their Annual General Meeting held on December 29, 2023 have authorized the Company to circulate annual audited financial statements through QR enabled code and weblink instead of circulating the same through CD / DVD / USB.
- ii. The Annual Audited Financial Statements along with the reports and Notice of AGM are being sent to members who have provided their email addresses. Physical copy of the Annual Report will be provided to the members on demand.

E. PARTICIPATION IN AGM THROUGH ELECTRONIC MEANS

- i. 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, November 27, 2024 by 10:30 a.m., by sending an email with subject 'Registration for SSGC AGM' at cdcsl@cdcsl.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:

Company	Name of Shareholder	CNIC #	Folio / CDS Account #	Cell #	Email Address
SSGC					

- ii. 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 on November 29, 2024.

F. AVAILABILITY OF ANNUAL AUDITED FINANCIAL STATEMENTS ON THE COMPANY'S WEBSITE

- i. In accordance with the provisions of Section 223(7) of the Companies Act, 2017, the audited financial statements of the Company for the year ended June 30, 2023 in addition to annual and quarterly financial statements for the prior years have been uploaded on the Company's website www.ssgc.com.pk/all-financial-reports.

G. NOTIFICATION OF CHANGE IN ADDRESS

- i. Shareholders are requested to promptly notify any change in their address.

H. PAYMENT OF DIVIDEND THROUGH ELECTRONIC MODE

- i. Under the provision of Section 242 of Companies Act, 2017, it is mandatory for 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 dividends directly into their bank of shareholders, shareholders are requested to fill the "Electronic Credit Mandate Form" available on Company's website and send it duly signed along with a copy of CNIC 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, 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 holder.

I. CONVERSION OF PHYSICAL SHARES TO CDC ACCOUNTS

- i. In compliance with Section 72 of the Companies Act, 2017, physical shares are required to be converted into book-entry form within four years of the promulgation of the Act. Shareholders holding physical share certificates are encouraged to convert their shares into book-entry form at the earliest. The shareholders of the Company may contact the Share Registrar, namely M/s. CDC Share Registrar Services Limited, CDC House, 99-B, Block-B, S.M.C.H.S., Main Shahrah-e-Faisal, Karachi, for the conversion of physical shares into book-entry form.

J. UNCLAIMED DIVIDENDS AND SHARE CERTIFICATES

- i. Shareholders, whose dividend or bonus shares are still unclaimed or have not collected their physical shares, are advised to contact our Share Registrar, M/s. CDC Share Registrar Services Limited, to collect / enquire regarding their unclaimed dividends or pending shares, if any.

K. DECLARATION AS PER ZAKAT AND USHER ORDINANCE 1980

- i. Shareholders are requested to submit a notarized copy of Zakat Declaration Form "CZ-50" on NJSP of Rs. 50/- to the Share Registrar, if not provided earlier.

L. SUBMISSION OF COPY OF CNIC / NTN CERTIFICATE (Mandatory)

- i. 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.

M. CONSENT FOR VIDEO CONFERENCE FACILITY

- i. In accordance with Section 132 and 134 of the Companies Act, 2017, members can also avail video conference facility.
- ii. If the Company receives consent from members holding in aggregate 10% or more shareholding, residing at a geographical location other than the city of the meeting, to participate in the meeting through video conference at least 7 days prior to the date of the Annual General Meeting; the Company will arrange video conference facility in that city subject to availability of such facility in that city. In this regard, please fill the following form and submit the same to the registered address of the Company 7 days before holding of the Annual General Meeting.
- iii. The Company will intimate to members regarding the venue of video conference facility at least 5 days before the date of the Annual General Meeting along with complete information necessary to enable them to access such facility.

I / We _____ of _____ being a member of Sui Southern Gas Company Limited, holder of _____ ordinary share(s) as per Registered Folio / CDC Account # _____ hereby opt for video conference facility at _____.

Signature of Member