

### Notice of Annual General Meeting

Notice is hereby given that the 30th Annual General Meeting of the shareholders of Sitara Energy Limited (the "Company") will be held on Monday, 26th day of October 2020 at 5:30 p.m. via Zoom videolink, to transact the following business:

#### ORDINARY BUSINESS:

- i To confirm the minutes of the Annual General Meeting held on October 26, 2019.
- ii To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended June 30, 2020 together with the Reports of the Directors and Auditors thereon.
- iii To appoint Auditors and to fix their remuneration for the year ending June 30, 2021. The present auditors, M/s. RSM Avais Hyder Liaquat Nauman, Chartered Accountants, have retired and being eligible, have offered themselves for re-appointment. The Board of Directors recommends, based on the recommendation of the Board Audit Committee, the appointment of M/s. RSM Avais Hyder Liaquat Nauman as auditors for the ensuing year.
- iv To transact any other ordinary business with the permission of the Chair.

By order of the Board



**MAZHAR ALI KHAN**  
Company Secretary

Karachi:  
October 01, 2020

#### NOTES:

##### **CORONA VIRUS CONTINGENCY PLANNING FOR ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Due to current COVID-19 situation, as per the advice of the Government and directives of the Securities and Exchange Commission of Pakistan ("SECP") in terms of its Circular No.5 of 2020 dated March 17, 2020 and Circular No.25 of 2020 dated August 31, 2020 and Pakistan Stock Exchange Limited ("PSX") through its notice Ref: PSX/N-372 dated March 19, 2020 has advised companies to modify their usual planning for general meetings for the safety and well-being of shareholders and the public at large.

Considering the SECP's directives, the Company intends to convene this AGM with minimal physical interaction of shareholders while ensuring compliance with the quorum requirements and requests the members to consolidate their attendance and voting at the AGM through proxies.

Accordingly, the Company has made arrangements to ensure that all participants, including shareholders, can now participate in the AGM proceedings via video link. Those members who are willing to attend and participate in the AGM are requested to register themselves by sending an email along with following particulars and valid copy of both sides of Computerized National Identity Card (CNIC) at [agm2020@tower.sitara.com.pk](mailto:agm2020@tower.sitara.com.pk) with subject of 'Registration for AGM' not less than 48 hours before the time of the meeting:



Name of Shareholder	CNIC Number	CDC Account No./Folio No.	Cell Number	Email Address

AGM will be held through Zoom application – a video link facility.

Members who will be registered, after necessary verification as per the above requirement, will be provided a password protected zoom video link by the Company via email. The said link will remain open from 5:00 p.m. on the date of AGM till the end of the meeting.

Members may send their comments and suggestion relating to the agenda items of the AGM at least two (2) working days before the AGM at [agm2020comments@tower.sitara.com.pk](mailto:agm2020comments@tower.sitara.com.pk). Shareholders are requested to mention their full name/CNIC # and Folio/CDC Account for this purpose.

Members are therefore, encouraged to attend the AGM through video link or by consolidating their attendance through proxies.

#### **CLOSURE OF SHARE TRANSFER BOOKS.**

The Share Transfer Books of the Company will remain closed from October 20, 2020 to October 26, 2020 (both days inclusive). Transfers receive in order at the office of Share Registrar M/s. THK Associates (Pvt.) Limited, 1st Floor, 40-C, Block-6, P.E.C.H.S., Karachi before the close of business on October 19, 2020 will be treated in time for the purpose to attend and vote at the Annual General Meeting of the Company.

#### **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 Company's Share Registrar's Office M/s. THK Associates (Pvt) Limited, 1st Floor, 40-C, Block-6, P.E.C.H.S., Karachi duly stamped and signed not less than 48 hours before the time of meeting.

#### **CDC ACCOUNT HOLDERS WILL HAVE TO FOLLOW FURTHER UNDER MENTIONED GUIDELINES AS LAID DOWN BY THE SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN.**

##### **a) For attending the meeting:**

- i) In case of individuals, the account holders or sub-account holders and their registration details are uploaded as per the regulations, shall authenticate their identity by showing their original Computerized National Identity Card (CNIC), or Original Passport at the time of attending the meeting.
- ii) In case of Corporate Entities, the Board of Directors' resolution/power of attorney with specimen signature of the nominees shall be produced (unless it has been provide earlier at the time of the meeting).

##### **b) For appointing proxies:**

- i) In case of individuals, the account holders or sub account holders and their registration details are uploaded as per the regulations, shall submit the proxy form as per the above requirements. The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form. Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form. The proxies shall produce their original CNIC or original passport at the time of meeting.



- ii) In case of corporate entities, 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 (unless it has been provided earlier) along with proxy form to the company's registrar.
- iii) Form of proxy is attached to the notice of meeting being sent to the members. Proxy Form may also be downloaded from the Company's website i.e. [www.sitara.pk](http://www.sitara.pk)

**ELECTRONIC CIRCULATION OF ANNUAL REPORTS VIA EMAIL OR CD/DVD:**

Pursuant to the provision of Companies Act, 2017, annual reports are being sent to the shareholders electronically (Email or CD/DVD).

However, shareholders who wish to receive hardcopy of Financial Statements shall have to fill the attached standard request form (also available on the company's website [www.sitara.pk](http://www.sitara.pk)) and send at the Company's address.

**PLACEMENT OF FINANCIAL STATEMENTS:**

The audited financial statements of the Company for the year ended June 30, 2020 have been placed at the Company's website: [www.sitara.pk](http://www.sitara.pk).

Members are requested to promptly notify any change in their addresses.