

OIL AND GAS DEVELOPMENT COMPANY LIMITED
NOTICE OF BALLOT PAPER AND E-VOTING FACILITY

Pursuant to the Companies (Postal Ballot) Regulations, 2018 all members of Oil and Gas Development Company Limited "the Company" are notified that SECP has directed all listed companies to provide the right to vote through electronic voting facility and voting by post to the members on all businesses classified as special business.

Accordingly, members of the Company will be allowed to exercise their right to vote through electronic voting facility and voting by post for the special business in Annual General Meeting (AGM) to be held on October 30, 2023 at 09:30 am in accordance with the requirements and subject to conditions contained in the aforesaid Regulations.

For the convenience of the members, ballot paper is annexed to this notice and the same is also available on the Company's website at www.ogdcl.com .

Wasim Ahmad
A/Company Secretary

Islamabad
October 19, 2023

Procedure for E-Voting:

- a) Details of the e-voting facility will be shared through an e-mail with those members of the Company who have their valid CNIC numbers, cell numbers, and e-mail addresses (Registered email ID) available in the register of members of the Company by the close of business of October 18, 2023 by M/s CDC Share Registrar Service Limited (being the e voting service provider).
- b) Identity of the Members intending to cast vote through e-Voting shall be authenticated through electronic signature or authentication for login.
- c) E-Voting lines will start from October 26, 2023, 09:00 a.m. and shall close on October 29, 2023 at 5:00 p.m.
- d) Members can cast their votes any time in this period. Once the vote on a resolution is cast by a Member, he / she shall not be allowed to change it subsequently.

Procedure for Voting Through Postal Ballot:

The members shall ensure that duly filled and signed ballot paper along with copy of Computerized National Identity Card (CNIC) should reach the Chair of the meeting through post on the Company's registered address, at OGDCL House Plot No. 03, F-6/G-6 Jinnah Avenue, Blue Area, Islamabad, or email at cdcsr@cdcsrsl.com one day before the AGM, (latest by October 29, 2023, 5:00 p.m.). The ballot paper through courier must be delivered to OGDCL Head Office no later than October 28, 2023, 5:00 p.m. The signature on the ballot paper shall match with the signature on CNIC.

BALLOT PAPER FOR VOTING THROUGH POST

Ballot paper for voting through post for the Special Business at the Annual General Meeting to be held on Monday, October 30, 2023 at 09:30 am at OGDCL House Plot No. 03, F-6/G-6 Jinnah Avenue, Blue Area, Islamabad

Name of shareholder/joint shareholders	
Folio / CDC Account No.	
Registered Address	
Number of shares held and folio number	
CNIC /Passport No. (In case of foreigner) - Copy to be attached.	
Additional Information and enclosures (In case of representative of body corporate, corporation and Federal Government.)	
Name of Authorized Signatory:	
CNIC / Passport No. (in case of foreigner) of Authorized Signatory – (copy to be attached)	

I/we hereby exercise my/our vote in respect of the following resolutions through postal ballot by conveying my/our assent or dissent to the following resolution by placing tick (√) mark in the appropriate box below (delete as appropriate);

Sr. No.	Nature and Description of resolution	No. of ordinary shares for which votes cast	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
	<p>RESOLUTION</p> <p>Circulation of Company’s annual audited financial statements through QR enabled code and weblink</p> <p>“RESOLVED THAT, the consent and approval of the members of Oil and Gas Development Company Limited be and is hereby accorded and the Company be and is hereby authorized to circulate its annual audited financial statements to its members through QR enabled code and weblink as part of the notice of Annual General meeting.</p> <p>FURTHER RESOLVED THAT, the Managing Director/CEO and Company Secretary, singly or jointly, be and are hereby authorized to do all acts, deeds and things, take or cause to be taken any action as may be necessary, incidental or consequential to give effect to this resolution.”</p>			

Instructions for the Poll/Ballot

1. Please indicate your vote by ticking the relevant box.
2. In case both the boxes are marked, your poll shall be treated as “rejected”.

Signature of Shareholder(s)/ Proxy Holder(s)/Authorized Signatory
(in case of corporate entity, please affix company stamp)

Place:

Date:

NOTES:

1. Duly filled postal ballot should be sent to the Chairman Board at Oil and Gas Development Company Limited, OGDCL House Plot No. 03, F-6/G-6 Jinnah Avenue, Blue Area, Islamabad or email at cdcsr@cdcsrsl.com
2. Copy of CNIC/Passport should be enclosed with the postal ballot form.
3. Postal ballot forms should reach the Chair of the meeting one day before the meeting, (latest by October 29, 2023, 5:00 p.m. through email. The ballot paper through courier must be delivered to OGDCL Head Office no later than October 28, 2023, 5:00 p.m.). Any postal ballot received after these dates, will not be considered for voting.
4. Signature on postal ballot should match with signature on CNIC/Passport.
5. Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written ballot paper will be rejected.
6. In case of representative of a body corporate, corporation or Federal Government, the ballot paper form must be accompanied by a copy of the CNIC of an authorized person, an attested copy of Board Resolution / Power of Attorney / Authorization Letter etc., in accordance with Section(s) 138 or 139 of the Companies Act, 2017, as applicable. In case of foreign body corporate, all documents must be attested by the Consulate General of Pakistan having jurisdiction over the member.
7. Ballot paper form has also been uploaded on the website of the Company at www.ogdcl.com
8. Members may download the Ballot Paper from the website or use an original / photocopy published in newspapers.