

Notice is hereby given that the 5<sup>th</sup> Annual General Meeting of Octopus Digital Limited "Company" will be held on Thursday, 28 April 2022 at 03:30 P.M. via Zoom video link from The Avanceon Building, 19-Kms, Main Multan Road, Lahore, to transact the following business:

We hereby inform to our members that due to COVID-19, the Company internal SOPs of HSE department has imposed restrictions on indoor and outdoor gatherings and other recreational activities, and due to ongoing Holy Month of Ramzan prayer time constraints therefore the Annual General Meeting of Octopus Digital Limited shall be conducted via Zoom video link only.

**A. ORDINARY BUSINESS**

1. To confirm the minutes of the Extraordinary General Meeting held on 09 February 2022.
2. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 31 December 2021 together with the Directors' and Auditors' Reports thereon and Chairman's Review Report.
3. To appoint Auditors of the Company and fix their remuneration. The Members are hereby notified that the Board Audit Committee and the Board of Directors have recommended the name of M/s EY Ford Rhodes, Chartered Accountants for re-appointment as auditors of the Company for the year ending 31 December 2022.

**B. ANY OTHER BUSINESS:**

4. To transact any other business with the permission of the Chair.

By Order of the Board

Ahsan Khalil | Company Secretary

Lahore | Dated: 07 April 2022

**WEBLINK FOR ONLINE MEETING VIA ZOOM:**

In pursuance of SECP Circular No. 4 dated 15 February 2021 the Securities and Exchange Commission of Pakistan facilitate for attending general meetings virtually through video-link, webinar, or other electronically, so the proceedings of the Meeting shall be held online only through/via "ZOOM".

For attending live proceedings of the AGM of the shareholders are requested to follow the below link:

[https://us02web.zoom.us/webinar/register/WN\\_v602wRpzQmaQsvEMSdPpIg](https://us02web.zoom.us/webinar/register/WN_v602wRpzQmaQsvEMSdPpIg)

Please follow the below link for complete guidance as how to login on Zoom to attend the AGM:

<https://octopusdtl.com/investor-relations/> (scroll to the bottom of the page for guideline doc)

The shareholders attending AGM through Zoom, are given the option to send in advance their respective questions/ comments with their Name & Folio Number on the below mentioned email address or postal address according to their convenience.

Address: Corporate Officer, The Avanceon Building, 19-Kms, Main Multan Road, Lahore. Email: [ahsan.khalil@octopusdtl.com](mailto:ahsan.khalil@octopusdtl.com)

SECP through its notification 787(1)/2014 dated 08 September 2014, Audited Financial Statements and the Notice of Annual General Meeting has been allowed to be circulated in electronic format through email. The Annual Report of the Company shall be circulated via email to those shareholders whose email addresses are present in the records/ database of the CDC and Share Registrar. The shareholders are encouraged to send/update their email addresses on the above mentioned link or email or postal address. The Annual Report has also been uploaded at the Company's website <https://octopusdtl.com> and is readily accessible to the shareholders.

**Notes:**

1. The share transfer books of the Company will be closed and no transfer of shares will be accepted for registration from Thursday, 21 April 2022 to Thursday, 28 April 2022 (both days inclusive). Transfer received in order at our Registrar, M/s FAMCO Associates (Private) Limited, 8-F, Near Hotel Faran, Nursery, Block-6, P.E.C.H.S., Shahra-e-Faisal, Karachi by the close of business hours on Wednesday, 20 April 2022 will be treated to have been in time for the purposes to attend & vote at the meeting.
2. A member entitled to attend and vote at this Meeting shall be entitled to appoint another person, as his/her proxy to attend, speak and vote instead of him/her, and a proxy so appointed shall have such rights, as respects attending, speaking, and voting at the Meeting as are available to a member. Proxies in order to be effective, must be received by the Company not less than 48 hours before the meeting. A proxy need not be a member of the company.
3. Members are required to timely notify any change in their address to Company's Shares Registrar, Ms. FAMCO Associates (Private) Limited, 8-F, Near Hotel Faran, Nursery, Block-6, P.E.C.H.S., Shahra-e-Faisal, Karachi.

**FOR ATTENDING THE SHAREHOLDERS' MEETING**

- I. In case of individuals, the account holder or sub-account holder and/or the person whose securities are in group account and their registration details are up-loaded as per the Regulations, shall authenticate his/her identity by his/her Computerized National Identity Card (CNIC) or passport at the time of online registration/attending the meeting.
- II. The shareholders registered on CDC are also requested to provide their particulars ID numbers and account numbers in CDS at the time of online registration/attending the meeting.
- III. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be provided at the time of online registration/attending the meeting.

**FOR APPOINTING PROXIES:**

- I. In case of individual, the account holder or sub-account holder and/or the person whose securities are in group account and their registration details are uploaded as per the Regulations, shall submit the duly completed and stamped proxy form accordingly.
- II. The proxy form shall be witnessed by the two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- III. Attested copies of valid CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- IV. The proxy shall provide his/ her CNIC or passport at the time of online registration/attending the meeting.
- V. In case of corporate entity, the Board of Directors resolution/power of attorney with specimen signature shall be submitted along with proxy form to the company.

Ahsan Khalil | Company Secretary