Notice to Shareholders Industries Qatar (Q.P.S.C.)

Notice to the Shareholders of Industries Qatar (Q.P.S.C.) to convene Extra Ordinary General Assembly Meeting

We are pleased to invite you to attend the Company's Extra Ordinary General Assembly Meeting to be held on **Sunday, 13th September 2020 at 4:30 pm Doha Time**. In the case a quorum is not met, a second meeting will be held on Sunday, 20th September 2020 at 4:30 pm Doha Time.

In compliance with the instructions of the State of Qatar to prevent all forms of gathering, amid efforts to contain the spread of the Coronavirus (COVID-19) pandemic, <u>the Extra Ordinary General Assembly Meeting</u> will be held electronically using Zoom application platform.

Agenda of the Extra Ordinary General Assembly Meeting

- 1. Approve the purchase of the 25% stake in Qatar Fertiliser Company (QAFCO) from Qatar Petroleum for a purchase consideration of USD 1.0 billion.
- 2. Approve the proposed amendments to the Company's Articles of Association concerning the constitution of the Company's Board of Directors. The new composition of the Board of Directors shall come into effect from the upcoming term of the Board that will start from the date of holding the General Assembly meeting to approve the financial statements of the financial year ending 31

December 2020:

ARTICLE (22) COMPOSITION OF THE BOARD

Former Article reads as follows:

(22-1) The Board shall consist of up to eight Directors, all of whom may be appointed by the Special Shareholder without the need for approval at a General Assembly.

Amended Article reads as follows:

(22-1) The Board shall consist of eight (8) Directors, seven (7) of whom are appointed by the Special Shareholder, provided that the Chairman and the Vice Chairman are amongst them. One (1) Director shall be appointed by the General Retirement and Social Insurance Authority.

New clause to Article (22) COMPOSITION OF THE BOARD

(22-3) In the event that the total ownership percentage of the Civil Pension Fund and Military Pension Fund (of the General Retirement and Social Insurance Authority) in the Company's share capital falls below 15% (without prior approval of the Special Shareholder), the seat of the General Retirement and Social Insurance Authority on the Board and the right to appoint a Director to occupy such a seat shall be vested to the Special Shareholder.

Clarification on Participation and voting procedures for the meeting

Shareholders intending to attend the meeting virtually are requested to provide the following information and documents through an email to the email address: **iq@qp.com.qa and/or alphaqatar2020@gmail.com**

- 1. Copy of Identification document (Qatar ID or passport)
- 2. Mobile number
- 3. NIN number
- 4. A copy of proxy and supporting documents for representatives of individuals and corporate entities

At first, a Zoom application link will be sent electronically via email to those shareholders, who expressed their interest in attending the meeting and whose contact details are received. Based on the link, the shareholders will be required to register for the meeting. Based on the completion of the registration process, the shareholder will be sent another link which will direct him/her to the virtual meeting room based on Zoom application platform.

Registration process will start at 2:30 pm Doha Time on the date of the meeting i.e. Sunday, 13th September 2020. Shareholders intending to attend this meeting can share their details earlier, so that they can join the registration process on time.

Attendees will be able to discuss the agenda items, address their questions, if any, to the Board of Directors or the External Auditor, virtually by sending their questions or comments in the chat box, available within the Zoom application, during the course of the meeting. As for the voting on the meeting's agenda items, a shareholder who has an objection on an item must raise their hand, using Zoom application's in built optionality, at the time of voting on the agenda item to express his/her objection. In the event that the shareholder does not raise his/her hand, this will be considered as an endorsement for the agenda item.

Notes

 If you are not able to attend personally and you may wish to authorize another IQ shareholder to attend and vote on your behalf in the Extra Ordinary General Assembly meeting. You can do this by using a proxy form, which you can download from the from Company's Website: www.ig.com.ga.

Article (24) Term and Vacation of Office of Directors

Former Article reads as follows:

In the case of a vacancy relating to a Director, the Special Shareholder shall have the right to appoint a replacement Director (for the remainder term), to take effect upon notice of replacement being given to the Company.

Amended Article reads as follows:

In the case of a vacancy relating to a Director appointed by the Special Shareholder, the Special Shareholder shall have the right to appoint a replacement Director (for the remainder term), to take effect upon notice of replacement being given to the Company.

3. Delegate IQ's Board of Directors to negotiate, approve, sign and take all actions necessary to finalize a long-term strategic agreement regulating the relationship between Qatar Petroleum and IQ.

H.E. Mr. Saad Sherida Al-Kaabi

Chairman and Managing Director

<u>Note:</u> The detailed explanation of all the agenda items has been made in the Company's press release dated 23 August 2020 and the shareholders can refer to the same available at the "Press Releases and Articles" page within the Company's Website: <u>www.iq.com.qa</u> or call us at: +974 4013 2080 or +974 4013 2534

- 2. Once completed and signed, the proxy form must be sent to Industries Qatar no less than 48 hours prior to the commencement of the Extra Ordinary General Assembly meeting.
- 3. No proxy may be appointed to act if, in consequence of such appointment, the proxy shall represent more than five (5) percent of the Company's issued share capital when the shares of the person appointing the proxy are aggregated with the shares of the person appointed to act as proxy.
- 4. A shareholder may act as proxy for one or more shareholders according to the Company's Articles of Association.
- 5. Shareholders are advised that this Notice to Shareholders constitutes good and valid notice, with no need for distribution by normal post, under the Company's Articles of Association as approved by amendment under Extraordinary General Assembly Resolution of 19th April 2009.

FOR MORE INFORMATION PLEASE VISIT WWW.IQ.COM.QA OR EMAIL US AT: <u>IQ@QP.COM.QA</u> OR CALL US AT: +974 4013 2080 or +974 4013 2534