

# Notice of Annual General Meeting **2018**

**This document is important and requires your immediate attention.**

Please read it straight away. If you have any doubts about what action you should take contact your independent financial adviser immediately.

If you have sold or transferred all of your shares in Petrofac Limited, you should pass this document and the associated Form of Proxy to the person through whom you made the sale or transfer for transmission to the purchaser or transferee.

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# Letter from the Chairman

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3 April 2018

44 Esplanade  
St Helier  
Jersey  
JE4 9WG

Dear Fellow Shareholders

## 2018 Annual General Meeting

I have pleasure in inviting you to the thirteenth Annual General Meeting (AGM) of Petrofac Limited (the Company), which will be held at the offices of Freshfields Bruckhaus Deringer LLP, 26 – 28 Tudor Street, London, EC4Y 0BQ at 10:30 am on Friday, 18 May 2018. Refreshments will be available from 10:00 am. The map at the back of this document shows the location of the meeting.

You will find with this letter:

- the Notice of AGM setting out the resolutions to be proposed, together with an explanation of each resolution and guidance notes for those shareholders who wish to attend the meeting or to vote by post or electronically;
- a Form of Proxy; and
- a copy of the 2017 Annual Report and Accounts, which includes the Directors' Remuneration Report.

I would like to take this opportunity to highlight Resolutions 4 and 5 which relate to the appointments of Sara Akbar and David Davies as Non-executive Directors. Biographical details of each of the Directors of the Company proposed for appointment and re-appointment are set out on pages 5 and 6.

As in previous years, all resolutions will be put to a vote on a poll, which we believe results in a more accurate reflection of the views of our shareholders, as each shareholder will have one vote for every share held.

You can vote either by:

- attending the AGM in person;
- completing, signing and returning the Form of Proxy (see note 2 on page 9); or
- submitting your instructions online at [www.petrofac-shares.com](http://www.petrofac-shares.com) (see notes 3 and 4 on pages 9 and 10)

All voting instructions, unless you are attending in person, need to reach Link Asset Services by no later than 10:30 am on Wednesday, 16 May 2018.

Your Directors consider that all the proposed resolutions are in the best interests of the Company and its shareholders as a whole. Accordingly, the Directors unanimously recommend shareholders to vote in favour of each of the resolutions being proposed at the AGM, as the Directors intend to do so in respect of their own beneficial holdings.

My fellow Directors and I look forward to seeing as many of you as possible at the AGM and we thank you for your continued support.



**Rijnhard van Tets**  
Chairman

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# Notice of Annual General Meeting ('Notice')

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Notice is hereby given that the Annual General Meeting (AGM) of Petrofac Limited (the Company) will be held at the offices of Freshfields Bruckhaus Deringer LLP, 26 – 28 Tudor Street, London, EC4Y 0BQ on Friday, 18 May 2018 at 10:30 am for the purpose of considering and, if thought fit, passing the resolutions set out below. Resolutions 1 to 14 (inclusive) will be proposed as ordinary resolutions and Resolutions 15 to 17 (inclusive) will be proposed as special resolutions.

## **Ordinary business**

### **Report and Accounts**

1. To receive the audited financial statements of the Company for the year ended 31 December 2017 and the related auditors report (the 2017 Annual Report and Accounts).

### **Declaration of dividend**

2. To declare a final dividend of US\$0.253 per share recommended by the Directors of the Company (the Directors) in respect of the year ended 31 December 2017.

### **Annual Report on Remuneration**

3. To approve the Annual Report on Remuneration, which forms part of the Directors' Remuneration Report 2017, as contained within the 2017 Annual Report and Accounts.

### **Appointment of Directors**

4. To appoint Sara Akbar as a Non-executive Director pursuant to Articles 27 and 30 of the Articles of Association of the Company (the Articles).
5. To appoint David Davies as a Non-executive Director pursuant to Articles 27 and 30 of the Articles.

### **Re-appointment of Directors**

6. To re-appoint Andrea Abt, who offers herself for re-appointment as a Non-executive Director.
7. To re-appoint Matthias Bichsel, who offers himself for re-appointment as a Non-executive Director.
8. To re-appoint René Médori, who offers himself for re-appointment as a Non-executive Director.
9. To re-appoint George Pierson, who offers himself for re-appointment as a Non-executive Director.
10. To re-appoint Ayman Asfari, who offers himself for re-appointment as an Executive Director.
11. To re-appoint Alastair Cochran, who offers himself for re-appointment as an Executive Director.

### **Auditors' re-appointment and remuneration**

12. To re-appoint Ernst & Young LLP as auditors of the Company, to hold office until the conclusion of the AGM of the Company to be held in 2019.
13. To authorise the Directors to fix the remuneration of the auditors.

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# Notice of Annual General Meeting ('Notice')

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## Special business

### Directors' authority to allot shares

14. THAT the general authority conferred on the Directors by Article 2.2 of the Articles to allot ordinary shares be and is hereby restricted to an aggregate nominal amount of US\$2,306,084, comprising ordinary shares of US\$0.02 each, together with any shares required to satisfy awards under any Employee Share Scheme (as defined in the Articles), provided that this restriction shall expire on 18 August 2019 or, if earlier, at the conclusion of the AGM of the Company to be held in 2019, and the restriction imposed on the Directors by way of an ordinary resolution at the AGM held on 11 May 2017 be and is hereby revoked.

### Renewal of Directors' authority to allot shares without rights of pre-emption

15. THAT the Directors be and are hereby generally and unconditionally authorised in accordance with Article 2.16 of the Articles to allot, without rights of pre-emption applying, up to a nominal amount of US\$345,912 comprising ordinary shares of US\$0.02 each, to which Article 2.8 of the Articles would otherwise apply, as they in their absolute discretion see fit in any number of tranches. Such authority to expire on 18 August 2019 or, if earlier, at the conclusion of the AGM of the Company to be held in 2019, except that the Company may, at any time prior to the expiry of such power, make an offer or enter into an agreement which would or might require ordinary shares to be allotted after the expiry of such power and the Directors may allot ordinary shares in pursuance of such an offer or agreement as if such power had not expired, and the power granted by way of a special resolution passed under Article 2.16 of the Articles at the AGM held on 11 May 2017 be and is hereby revoked.

### Directors' authority for the purchase by the Company of its own shares

16. THAT the Company be generally and unconditionally authorised to make purchases on a stock exchange (within the meaning of Article 57(4) of the Companies (Jersey) Law 1991) of ordinary shares in the capital of the Company, provided that:
- (a) the maximum number of ordinary shares hereby authorised to be purchased is 34,591,274 ordinary shares of US\$0.02 each;
  - (b) the minimum price (exclusive of any expenses) which may be paid for any such share is US\$0.02 per share;
  - (c) the maximum price (exclusive of any expenses) which may be paid for any such share is the higher of:
    - (i) an amount equal to 105% of the average of the middle market quotations for an ordinary share taken from the London Stock Exchange Daily Official List for the five business days immediately preceding the date on which such share is contracted to be purchased and
    - (ii) an amount equal to the higher of the price of the last independent trade of an ordinary share and the highest current independent bid for an ordinary share as derived from the London Stock Exchange Trading System (SETS);
  - (d) the authority hereby conferred shall expire on 18 August 2019 or, if earlier, at the conclusion of the AGM of the Company to be held in 2019;
  - (e) the Company may make a contract for the purchase of ordinary shares under this authority before the expiry of this authority, which would or might be executed wholly or partly after the expiry of such authority, and may make purchases of ordinary shares in pursuance of such a contract as if this authority had not expired; and

THAT the Company be and is hereby authorised to hold the ordinary shares so purchased as treasury shares of the Company.

### Short notice period for general meetings

17. THAT, pursuant to Article 15.1 of the Articles, prior to the AGM of the Company to be held in 2019, a general meeting of the Company, other than an AGM, may be called on not less than 14 clear days' notice.

By order of the Board

Intertrust Corporate Services (Jersey) Limited  
Company Secretary  
3 April 2018

Petrofac Limited  
Registered Number: 81792  
44 Esplanade, St Helier, Jersey JE4 9WG

# Board of Directors – Biographies

## Andrea Abt – Non-executive Director

**Appointment:** May 2016

**Committees:** Compliance and Ethics  
Nominations  
Remuneration

### Key strengths:

Extensive background in a variety of functional roles, including sales, finance, procurement and logistics. Specialist knowledge of the European market.

### Experience:

Joined Siemens in 1997 and held various leadership roles, including Head of Supply Chain Management and Chief Procurement Officer for Infrastructure & Cities from 2011 to 2014. She started her career in industry at Dornier Luftfahrt, then a company of the Daimler-Benz Group, where her last role was Director, Aircraft Sales Australia/Pacific. She was a non-executive director of Brammer plc until February 2017.

### External appointments:

Non-executive director of SIG plc and a member of the supervisory board of Gerresheimer AG.

## Sara Akbar – Non-executive Director

**Appointment:** January 2018

**Committees:** Nominations  
Remuneration

### Key strengths:

Over 30 years' experience in the oil and gas industry. A unique insight into the Middle East environment with wide-ranging international experience. Significant operational and project management capabilities.

### Experience:

Until end 2017, was chief executive officer of Kuwait Energy KSC, which she founded in 2005 to exploit the opportunity for an independent engineering and production company in the MENA and Eurasia regions. Was previously new business development manager for Kuwait Foreign Petroleum Exploration Company, and served in various positions in the oil and gas industry in Kuwait and internationally from 1981 to 1999. Holds a BSc in Chemical Engineering.

### External appointments:

Member of Higher Planning Council – State of Kuwait and Trustee of The Silk City and Islands development – State of Kuwait.

## Matthias Bichsel – Non-executive Director

**Appointment:** May 2015

**Committees:** Audit  
Compliance and Ethics  
Nominations  
Remuneration (Chairman)

### Key strengths:

Over 35 years' experience in the oil and gas industry. Extensive commercial and strategic capabilities. Deep understanding of operational and project management, as well as technology management.

### Experience:

Stepped down from the executive committee of Royal Dutch Shell plc at the end of 2014. Held a number of roles over his 34 year career with Shell, including director of petroleum development Oman; MD of deepwater services in Houston; executive vice president global exploration and executive vice president technical, of Shell Upstream. Ran Shell's Project and Technology business from 2009.

### External appointments:

Vice-chairman of Sulzer AG. Non-executive Director of Canadian Utilities Limited and South Pole Group. Member of the advisory board of Chrysalix Energy Venture Capital.

## David Davies – Non-executive Director

**Appointment** To be appointed in May 2018, subject to shareholder approval

**Committees:** To be confirmed on appointment

### Key strengths:

Extensive and current financial experience. A Chartered Accountant with a BA(Hons) in Economics from the University of Liverpool and an MBA from the Cass Business School. Extensive capital and debt raising experience as well as managing companies exposed to substantial and rapid change. Has served on the boards of listed companies in seven different countries.

### Experience:

Has over 35 years experience as a financial professional with a successful career as chief financial officer and deputy chairman of the executive board at OMV Aktiengesellschaft as well as serving as group finance director for both Morgan Crucible Company plc and London International Group plc.

### External appointments:

Senior Advisory Board member at First Alpha Energy Capital LLP and Board member of Wienerberger AG, Ophir Energy Plc and Uniper SE.

## Board of Directors – Biographies

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### René Médori – Non-executive Director

**Appointment:** January 2012  
September 2017 as Senior Independent Director

**Committees:** Audit (Chairman)  
Nominations

**Key strengths:**

Extensive and current international financial experience, with knowledge of balance sheet strengthening opportunities and financing arrangements. Well-established knowledge of governance and regulatory matters and a good understanding of operational and strategic management.

**Experience:**

Stepped down as finance director of Anglo American plc at the end of April 2017 and retired at the end of January 2018, where he had been since September 2005. From June 2000 to May 2005 was group finance director of The BOC Group plc. Until June 2012, was a non-executive director of SSE plc. Was appointed as the Company's Senior Independent Director in September 2017.

**External appointments:**

Non-executive director of Cobham plc.

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### George Pierson – Non-executive Director

**Appointment** May 2016

**Committees:** Audit  
Compliance and Ethics (Chairman)  
Nominations

**Key strengths:**

A qualified lawyer and engineer. Extensive background in risk management, contracting, construction law, compliance and cost efficiency. Excellent understanding of operational and engineering management.

**Experience:**

Appointed as General Counsel and Secretary of Parsons Brinckerhoff in 2006, later becoming COO of its Americas' operations. Appointed as president and chief executive officer between 2010 and 2014. Previously non-executive director of WSP Global Inc, Terracon Consultants, Inc. and Railworks LLC. Joined The Kleinfelder Group Inc. in August 2016.

**External appointments:**

President and Chief Executive Officer of The Kleinfelder Group Inc. and Board director of Lane Power and Energy Solutions, Inc.

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### Ayman Asfari – Group Chief Executive

**Appointment** January 2002

**Committees:** Nominations

**Key strengths:**

Distinguished record with strong operational leadership skills and international focus. Extensive business development skills, a wealth of oil and gas industry knowledge and a clear strategic vision. Entrepreneurial track record.

**Experience:**

Joined the Group in 1991 to establish Petrofac International, of which he was CEO. In 2005, led the successful initial public listing of the Company. Has more than 35 years' experience in the oil and gas industry. Formerly worked as MD of a major civil and mechanical construction business in Oman.

**External appointments:**

Founder and chairman of the Asfari Foundation. Member of the board of trustees of the American University of Beirut. Business Ambassador for the UK Prime Minister. Member of the board of trustees for the Carnegie Endowment for International Peace. Fellow of the Royal Academy of Engineering. Member of the Chatham House Senior Panel of Advisors.

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### Alastair Cochran – Chief Finance Officer

**Appointment** October 2016

**Committees:** None

**Key strengths:**

Wide-ranging experience in finance, strategy, M&A, planning and business development. Extensive knowledge of global capital markets, energy and natural resources industries. Deep understanding of corporate finance and investor relations.

**Experience:**

Joined Petrofac in 2016 from BG Group plc, where he had been transition head of BG Strategy & Business Development and, prior to that, group head of M&A and Corporate Finance. A member of the Institute of Chartered Accountants in England and Wales, he started his career with KPMG before enjoying a successful career in investment banking with Barclays de Zoete Wedd, Credit Suisse First Boston and Morgan Stanley.

**External appointments:**

None

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## Explanatory notes on resolutions

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Resolutions 1 to 14 (inclusive) are proposed as ordinary resolutions, which mean that for each of these resolutions to be passed, more than half the votes cast must be cast in favour of the resolution. Resolutions 15 to 17 (inclusive) are proposed as special resolutions, which mean that for each of these resolutions to be passed, at least two-thirds of the votes cast must be cast in favour of the resolution.

### **Resolution 1 – Report and Accounts**

The Directors are obliged to lay the audited financial statements and the auditors' report for the financial year ended 31 December 2017 before shareholders in a general meeting.

### **Resolution 2 – Declaration of dividend**

A final dividend can only be paid after it has been approved by shareholders. A final dividend of US\$0.253 per share in respect of the year ended 31 December 2017 is recommended by the Directors for payment to shareholders who are on the register of members at the close of business on 27 April 2018, and, if approved, the date of payment of the final dividend will be 25 May 2018. For shareholders who have elected to receive their dividend payments in sterling, the sterling equivalent of the US dividend will be determined, based on the exchange rate on 2 May 2018.

### **Resolutions 3 – Directors' Remuneration report**

This resolution seeks shareholder approval for the Annual Report on Remuneration, which forms part of the Directors' Remuneration Report for the year ended 31 December 2017 included on pages 91 to 105 of the 2017 Annual Report and Accounts sent with this Notice. This report provides details on how the Company's remuneration policy has been implemented during the last financial year in terms of salary, bonus, share awards and any other remuneration related items. This report continues to be subject to an advisory vote and is required to be put to shareholders annually. Although not required by Jersey law, the Company's Directors' Remuneration Report also includes certain disclosures that are required under the Large and Medium-Sized Companies and Groups (Accounts and Reports) Regulations 2008 (as amended) which apply to UK incorporated companies.

### **Resolutions 4 and 5 – Appointment of Directors**

These resolutions propose the appointment of Sara Akbar and David Davies as Non-executive Directors, as required by the Articles.

Biographical details for Sara and David are set out on page 5. The Board of Directors of the Company (the Board) considers that each new Director will make a valuable contribution to the Board and that they have sufficient time to devote to the Company's affairs. Their appointments to the Board are recommended by the Nominations Committee.

### **Resolutions 6 to 11 – Re-appointment of Directors**

In recognition of the UK Corporate Governance Code, all Directors will stand for annual re-appointment. Accordingly, Andrea Abt, Matthias Bichsel, René Médori and George Pierson will offer themselves for re-appointment as Non-executive Directors; and Ayman Asfari and Alastair Cochran will each offer themselves for re-appointment as Executive Directors, proposed through separate resolutions numbered 6 to 11.

Having reviewed the recommendations of the Nominations Committee concerning these re-appointments and following the internal Board performance evaluation completed during the year, the Board concluded that each of the Directors continues to make an effective and valuable contribution and demonstrates commitment to the role of Director. The Board is satisfied that each Non-executive Director remains independent in character and judgement and that there are no relationships or circumstances likely to affect his or her character or judgement. It unanimously recommends the re-appointment of the above Directors.

Biographical details of each of the Directors standing for re-appointment are set out on pages 5 and 6.

### **Resolutions 12 and 13 – Auditors' re-appointment and remuneration**

The Company is required to appoint auditors at each general meeting at which accounts are presented to shareholders. Resolution 12 proposes that Ernst & Young LLP be re-appointed as the Company's auditors until the next AGM of the Company to be held in 2019. In accordance with current best practice, Resolution 13 is a separate resolution which gives authority to the Directors to determine the auditors' remuneration.

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## Explanatory notes on resolutions

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### **Resolution 14 – Directors' authority to allot shares**

Article 2.2 of the Articles confers general authority on the Directors to allot shares in the Company. In accordance with guidelines issued by The Investment Association, Resolution 14 is proposed in order to restrict this general authority to allot shares to an amount equal to one-third of the Company's issued ordinary share capital.

If passed, resolution 14 will confer authority on the Directors to allot shares up to an aggregate nominal amount of US\$2,306,084 (this being approximately one-third of the Company's issued ordinary share capital as at 3 April 2018), together with shares required to satisfy awards under any Employee Share Scheme.

The authority contained in this resolution will expire at the conclusion of the AGM of the Company to be held in 2019 or, if later, on 18 August 2019. The Directors currently have no intention of allotting shares pursuant to the authority conferred by Article 2.2 of the Articles.

### **Resolution 15 – Renewal of Directors' authority to allot shares without rights of pre-emption**

Resolution 15, proposed as a special resolution, permits the Directors to allot shares for cash up to an amount representing approximately 5% of the Company's issued ordinary share capital as at 3 April 2018 as if Article 2.8 of the Articles, which requires the Company to offer shares first to shareholders in proportion to their respective shareholdings, did not apply. This amount complies with guidelines issued by investor bodies within the United Kingdom.

The maximum nominal amount of ordinary shares which may be allotted pursuant to the authority conferred by this resolution is US\$345,912 (this represents approximately 5% of the Company's issued ordinary share capital as at 3 April 2018).

This resolution facilitates the Company in making small acquisitions. The Directors currently have no intention of exercising this authority. In accordance with the Pre-Emption Group's Statement of Principles (available at [www.pre-emptiongroup.org.uk](http://www.pre-emptiongroup.org.uk)), the Directors also confirm their intention that no more than 7.5% of the issued ordinary share capital of the Company (excluding any treasury shares held by the Company during such period) will be issued for cash on a non-pre-emptive basis during any rolling three-year period. The authority contained in this resolution will expire at the conclusion of the AGM of the Company to be held in 2019 or, if later, on 18 August 2019.

### **Resolution 16 – Directors' authority for the purchase by the Company of its own shares**

Resolution 16 is being proposed as a special resolution and will authorise market purchases of up to 34,591,274 shares (this represents approximately 10% of the Company's issued ordinary shares as at 3 April 2018) of US\$0.02 each. The authority conferred by this resolution is subject to a maximum price (exclusive of expenses) which is the higher of (i) 105% of the average of the market value of the ordinary shares for the five business days preceding any purchase and (ii) an amount equal to the higher of the price of the last independent trade of an ordinary share and the highest current independent bid for an ordinary share as derived from the SETS, and a minimum price (exclusive of expenses) of US\$0.02 per ordinary share.

The Directors will only exercise this authority when satisfied that it is in the best interests of shareholders, that any purchase will have a beneficial impact on earnings per share, and that they have satisfied themselves as to the solvency of the Company as required under the Companies (Jersey) Law 1991. The Directors expect to ask shareholders to approve renewal of the authority each year.

If the Company was to purchase any of its own shares pursuant to the authority referred to above, it would consider holding them as treasury stock, provided that the number held as such does not at any time exceed 10% of the issued share capital of the Company. This would provide the Company with additional flexibility in the management of its capital base. As at 3 April 2018, the Company held no ordinary shares in treasury. The Directors consider that it is prudent to obtain the proposed authority, although they have no current intention to use the authority conferred under the resolution.

The Company has no warrants or options to subscribe for new shares in the Company outstanding. The authority contained in this resolution will expire at the conclusion of the AGM of the Company to be held in 2019 or, if later, on 18 August 2019.

### **Resolution 17 – Short notice period for general meetings**

This resolution is being proposed as a special resolution to seek shareholder approval to enable the Company to call general meetings (other than AGMs) on 14 clear days' notice. If this resolution is passed, the Company will have the ability to react quickly to time sensitive proposals and to other situations where it would otherwise be in the interests of shareholders as a whole to call a general meeting on 14 clear days' notice. However, it is not intended that the shorter notice period will be used as a matter of routine but only where the flexibility is merited by the business of the meeting. The Directors will assess each situation whether the authority conferred by this resolution should be utilised or whether, in the circumstances, a notice period of 21 clear days would be more suitable.

This approval will be effective until the Company's AGM to be held in 2019, when it is intended that a similar resolution will be proposed to renew this authority.



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## General notes to the Notice

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### 1. Entitlement to attend and vote

- 1.1 All resolutions at the AGM will be decided by a poll. The Company believes that this is a more transparent method of voting, as member votes are counted according to the number of shares held, ensuring an exact and definitive result, regardless of whether or not the member is able to attend the meeting.
- 1.2 Pursuant to Article 40 of the Companies (Uncertificated Securities) (Jersey) Order 1999, the Company has specified that only those members registered in the register of members of the Company as at the close of business on Wednesday, 16 May 2018 will be entitled to attend and vote at the AGM in respect of the number of shares registered in their name at that time. Changes to entries on the register of members after close of business on Wednesday, 16 May 2018 will be disregarded in determining the rights of any person to attend or vote at the AGM.

### 2. Appointment of proxies

- 2.1 A member entitled to attend and vote at the AGM is entitled to appoint one or more proxies to exercise all or any of his or her rights to attend and vote instead of him or her provided that, if more than one proxy is appointed, each proxy is appointed to exercise rights attaching to different shares held by that member. A member may not appoint more than one proxy to exercise rights attached to any one share. A proxy need not be a member of the Company but must attend the AGM to represent the appointing member. Appointment of a proxy will not preclude a member from attending or voting at the AGM if he or she subsequently wishes to do so.
- 2.2 Details of how to appoint the Chairman of the AGM or another person as a proxy using the Form of Proxy are set out in the notes to the Form of Proxy. A member can only appoint a proxy using the procedures set out below and in the notes to the Form of Proxy.
- 2.3 A vote withheld is not a vote in law, which means that the vote will not be counted in the calculation of votes for or against the resolution. If no voting indication is given, a member's proxy will vote or abstain from voting at his or her discretion. A member's proxy may vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the AGM.
- 2.4 To be effective, members resident in the UK should return the completed and signed Form of Proxy exactly as it is (like a postcard) or in an envelope as described in note 8 on the Form of Proxy, together with the authority (if any) under which it is signed or a notarially certified copy of such authority. The Form of Proxy must be deposited at Link Asset Services, PXS1, 34 Beckenham Road, Beckenham, Kent BR3 4ZF, UK by no later than 10:30am on Wednesday, 16 May 2018, or by no later than 48 hours prior to the time appointed for the holding of any adjourned AGM.

In the case of joint holders, the signature of only one of the joint holders is required on the Form of Proxy. Where more than one of the joint holders' purports to appoint a proxy, only the appointment submitted by the more senior holder will be accepted. Seniority is determined by the order in which the names of the joint holders appear in the Company's register of members in respect of the joint holding (the first-named being the more senior).

- 2.5 To appoint more than one proxy, a member may either photocopy the Form of Proxy or, to request additional personalised Form(s) of Proxy, contact Link Asset Services on 0871 664 0300. Please note that calls cost 12p per minute, plus your telephone company's access charge. If you are outside of the United Kingdom, please call +44 (0)371 664 0300. Calls from outside the United Kingdom will be charged at the applicable international rate. Lines are open between 9:00am – 5:30pm (UK time) Monday – Friday (excluding public holidays in England and Wales). Different charges may apply to calls made from mobile telephones and calls may be recorded and monitored randomly for security and training purposes.

If more than one proxy appointment is returned in respect of the same shares, either by paper or electronic communication, the proxy received last by Link Asset Services before the latest time for the receipt of proxies will take precedence.

### 3. Electronic proxy appointment

- 3.1 As an alternative to returning the enclosed Form of Proxy, a member can submit his or her proxy electronically in one of two ways depending upon whether or not he or she has a share certificate. If a member holds shares in certificated form, he or she can submit a proxy via the internet at <https://www.petrofac-shares.com>. Members will need to register before using this internet voting facility and will be asked to agree to certain terms and conditions. Members will be issued with confirmation of their voting instructions once the voting process has been completed. Members must ensure that they have voted by no later than 10:30am on Wednesday, 16 May 2018 or by no later than 48 hours prior to the time appointed for the holding of any adjourned AGM. If a member holds shares in uncertificated form, he or she should contact their broker directly or use the CREST electronic proxy appointment service, as set out in note 4.

### 4. Electronic proxy appointment through CREST

- 4.1 CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so for the AGM or any adjournment(s) thereof by using the procedures in the CREST manual. CREST personal members or other CREST sponsored members, and those CREST members who have appointed a voting service provider(s), should refer to their CREST sponsor or voting service provider(s), who will be able to take the appropriate action on their behalf.
- 4.2 In order for a proxy appointment or instruction made using the CREST service to be valid, the appropriate CREST message (a CREST Proxy Instruction) must be properly authenticated in accordance with Euroclear UK & Ireland Limited's specifications and must contain the information required for such instructions, as described in the CREST manual.

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## General notes to the Notice

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The message, regardless of whether it constitutes the appointment of a proxy or an amendment to the instruction given to a previously appointed proxy must, in order to be valid, be transmitted so as to be received by the issuer's agent (ID RA10) by no later than 10:30am on Wednesday, 16 May 2018 or by no later than 48 hours prior to the time appointed for the holding of any adjourned AGM. For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST applications host) from which the issuer's agent is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST. After this time any change of instructions to proxies appointed through CREST should be communicated to the appointee through other means.

- 4.3 CREST members and, where applicable, their CREST sponsors or voting service providers should note that Euroclear UK & Ireland Limited does not make available special procedures in CREST for any particular messages. Normal system timings and limitations will therefore apply in relation to the input of CREST Proxy Instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST personal member or sponsored member or has appointed a voting service provider(s), to procure that his or her CREST sponsor or voting service provider(s) take(s) such action as shall be necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this connection CREST members and, where applicable, their CREST sponsors or voting service providers are referred, in particular, to those sections of the CREST manual concerning practical limitations of the CREST system and timings.

The Company may treat as invalid a CREST Proxy Instruction in the circumstances set out in Part 4 of the Companies (Uncertificated Securities) (Jersey) Order 1999.

### 5. Change or revocation of proxies

- 5.1 To change proxy instructions, a member should submit a new proxy appointment using the methods set out above. The cut-off times for receipt of proxy appointments also apply in relation to amended instructions. Any amended proxy appointment received after the relevant cut-off time will be disregarded. Where a member has appointed a proxy using the hard-copy Form of Proxy and would like to change the instructions using another hard-copy Form of Proxy, please contact Link Asset Services as set out in note 2.5.
- 5.2 In order to revoke a proxy instruction, a member will need to inform the Company by sending a notice in writing to the address set out at note 2.4 or, where the appointment of proxy was contained in an electronic communication, in accordance with note 3 or 4, as applicable, clearly stating the member's intention to revoke his or her proxy appointment. In the case of a member that is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company, together with the authority (if any) under which it is signed or a notarially certified copy of such authority. The revocation notice must be received by Link Asset Services or, where the appointment of proxy was contained in an electronic communication, in accordance with note 3 or 4, as applicable, no later than 10:30am on Wednesday, 16 May 2018, or by no later than 48 hours prior to the time appointed for the holding of any adjourned AGM. If a member attempts to revoke a proxy appointment but the revocation is received after the time specified, then, unless the member attends the AGM in person (or in the case of a corporation that is a member by corporate representative), the proxy appointment will remain valid.

### 6. Questions

- 6.1 Any shareholder attending the meeting has the right to ask questions. The Company will answer any such question relating to the business being dealt with at the AGM but no such answer need be given if (a) to do so would interfere unduly with the preparation of the AGM or involve the disclosure of confidential information, (b) the answer has already been given on a website in the form of an answer to a question, or (c) it is undesirable in the interests of the Company or the good order of the AGM that the question be answered. The Chairman may also nominate a Company representative to answer a specific question after the AGM or refer the response to the Company's website. Those shareholders who are unable to attend the AGM are invited to email questions to the Chairman in advance at [agmquestions@petrofac.com](mailto:agmquestions@petrofac.com).

### 7. Corporate representatives

- 7.1 Any corporation which is a member can appoint one or more corporate representatives who may exercise on its behalf all of its powers, provided that if two or more representatives purport to vote in respect of the same shares:
- if they purport to exercise the power in the same way as each other, the power is treated as exercised in that way; or
  - in other cases, the power is treated as not exercised, which means that the votes are treated as not cast.
- A corporation that wishes to allocate its votes to more than one person should use the proxy arrangements.

### 8. Voting rights

- 8.1 As at 3 April 2018 (being the last practicable date prior to the publication of this Notice), the Company's issued share capital consisted of 345,912,747 ordinary shares, carrying one vote each. Accordingly, the total voting rights in the Company as at 3 April 2018 are 345,912,747.

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## 9. Addresses

9.1 Except as provided above, members who wish to communicate with the Company in relation to the AGM should do so by writing to Link Asset Services, 34 Beckenham Road, Beckenham, Kent, BR3 4TU. No other methods of communication will be accepted. In particular, a member may not use any electronic address provided either in this Notice or in any related documents (including in the Chairman's letter and the Form of Proxy) to communicate with the Company for any purposes other than those expressly stated.

## 10. Website

10.1 A copy of this Notice, the total number of shares in issue and the total voting rights in the Company can be found at [www.petrofac.com](http://www.petrofac.com).

## 11. Documents available for inspection

11.1 The following documents will be available for inspection during normal business hours on any weekday (excluding public holidays) at the registered office of the Company and at the offices of Petrofac Services Limited, 4th Floor, 117 Jermyn Street, London SW1Y 6HH, UK, and will be available for inspection at the place of the AGM from half an hour before the time of the AGM until the conclusion of the AGM:

- (a) the register of Directors' interests;
- (b) copies of all contracts of service of the Executive Directors;
- (c) copies of the terms and conditions of appointment of the Non-executive Directors; and
- (d) a copy of the Memorandum and Articles of Association of the Company in force at any given time.

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## AGM information

### Time of the meeting

The AGM will start promptly at 10:30am on Friday, 18 May 2018. If you are planning to attend the AGM in person, a map is printed at the end of this Notice.

### Attending the meeting

Please bring your attendance card with you. It authenticates your right to attend, speak and vote at the AGM and will speed up your admission. You may also find it useful to bring this Notice and the 2017 Annual Report and Accounts in order that you may refer to them during the AGM. All joint shareholders may attend and speak at the AGM. However, where more than one joint shareholder tenders a vote, only the vote submitted by the most senior shareholder will be accepted. Seniority is determined by the order in which the names of the joint holders are listed on the Register of Members.

### Not attending the meeting

Whoever you appoint as a proxy can vote or abstain from voting as he or she decides on any other business which may validly come before the AGM. This includes proxies appointed using the CREST service. Details of how to complete the appointment of a proxy either electronically or on paper are given in the notes to this Notice and in the accompanying Form of Proxy.

### Enquiries

Link Market Services (Jersey) Limited maintain the Company's share register. If you have any enquiries about the AGM or about your Petrofac shareholding, you should contact Link as follows:

<b>Registrar address:</b>	<b>You may also contact Petrofac at the following address:</b>
Link Market Services (Jersey) Limited 12 Castle Street St Helier Jersey JE2 3RT	Petrofac Services Limited 4th Floor 117 Jermyn Street London SW1Y 6HH

### Data Protection Statement

Your personal data includes all data provided by you, or on your behalf, which relates to you as a shareholder, including your name and contact details, the votes you cast and your Reference Number (attributed to you by the Company). The Company determines the purposes for which and the manner in which your personal data are to be processed.

The Company and any third party to whom it discloses the data (including the Company's Registrars) may process your personal data for the purposes of compiling and updating the Company's records, fulfilling its legal obligations and processing the shareholder rights you exercise.

## How to get there



**Freshfields Bruckhaus Deringer LLP**  
**26 – 28 Tudor Street**  
**London EC4Y 0BQ**

Please note that admission to the venue is through the entrance on Tudor Street and not the main entrance to Freshfields Bruckhaus Deringer LLP on 65 Fleet Street, London EC4Y 1HS.

### By underground

Approximately 5 minutes' walk from Blackfriars station and Temple underground station and 10 minutes' walk from Chancery Lane underground station.

### By car

Nearby car parks are:

Green Parking Ltd  
Harmsworth House  
Bouverie Street  
London  
EC4Y 8DP

(For reservations and availability  
call Kingsley on 0207 356 0813)

City of London Corporation  
Baynard House car park  
Queen Victoria Street  
London  
EC4V 4BQ

(Reservations not possible)