



Alexandria  
Mineral Oils Co.  
شركة الاسكندرية  
للزيوت المعدنية



## Insider Trading Policy

### Objective:

Compliance with Article 38 of EGX' Listing Rules and its amendments and in accordance with the FRA Board of directors Resolution No. 148 of 2024, that prohibits stock trading for insiders including members of the Board of Directors, company officials, and persons who can access undisclosed information regardless of their shareholding value, as well as major shareholders who own (20%) or more of the company's capital, whether trading by themselves or through relators, such prohibition remains during five business days before and a business day following the disclosure of any a Material Information or Event.

### Concerned Parties:

- Investor Relations Officer
- CEO's Assistant for Financial Affairs / General Manager of Financial Affairs
- Secretary of the Board

### Responsibilities:

#### Investor Relations Officer:

- Notifying those addressed by Article 38 of EGX' Listing Rules of the Blackout Period related to Event-driven Trading Restrictions before ensuring their compliance with the restrictions imposed. Notifications should be via secured means that can be proven and documented, such as a certified e-mail by the company's domain. A copy of the notification should be sent to EGX at the same time.
  - Fulfilment Insiders Form
  - Fulfilment BOD members Form
  - Fulfilment related parties Form
- Ensuring the company's commitment to its Insider Trading Policy through internal systems that ensure blackout periods related to material events in accordance with the provisions of the laws and regulations governing the subject.

El Sad El Ali St., Wady El Kamar, El Max, Alex., Egypt  
T. (+203) 3105646 - 3105647  
F. (+203) 4404183 - 3105651  
Cairo Office: 2 A Haras Gomhory Buildings,  
Abas El Aqad St.Nasr City  
T. (+202 ) 26909774 - 26909775 - 26909776  
F. (+202 ) 26909772



المقر الرئيسي بالاسكندرية : شارع السد العالي، وادي القمر، المكس  
ت : ٣١٠٥٦٤٦ - ٣١٠٥٦٤٧ (+٢٠٣)  
ف : ٣١٠٥٦٥١ - ٤٤٠٤١٨٣ (+٢٠٣)  
مكتب القاهرة: - ٢ (أ) عمارات الحرس الجمهوري  
ش.عباس العقاد - مدينة نصر  
ت : ٢٦٩٠٩٧٧٤ - ٢٦٩٠٩٧٧٥ - ٢٦٩٠٩٧٧٦ (+٢٠٢)  
ف : ٢٦٩٠٩٧٧٢ (+٢٠٢)



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**CEO's Assistant for Financial Affairs / General Manager of Financial Affairs:**

- Notifying Investor Relations Officer when finishing the quarterly/ annual results.
- Notifying the Investor Relations Officer of the results' auditing reports date that shall be issued by the company's auditor and Central Auditing Organization.

**Secretary of the Board:**

- Notifying Investor Relations Officer with the date of the Board of Directors meeting five business days before its session, in accordance with Article 38 of EGX' Listing Rules.
- Notifying Investor Relations Officer with changes occurred within the BOD Members.

**Dr. ENG / Amr Ahmed Lotfy**  
**Chairman & CEO**



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ت: (+٢٠٢) ٢٦٩٠٩٧٧٤ - ٢٦٩٠٩٧٧٥ - ٢٦٩٠٩٧٧٦  
ف: (+٢٠٢) ٢٦٩٠٩٧٧٢