



Hallmark Company Limited  
Suite # 1001, Uni Centre,  
10th Floor, I.I. Chundrigar Road,  
Karachi, Pakistan.  
Off: 021-32414419  
021-37011105  
Fax: 021-32416288  
Email:hallmark@bizcorei.com

Mr. Hafiz Maqsood Munshi,  
Manager,  
Companies & Securities Compliance - RAD,  
Pakistan Stock Exchange,  
Stock Exchange Building,  
Karachi.



October 16, 2020  
Our Ref: HCL-C-0072021

Dear Sir,

**EXTENSION OF ANNUAL GENERAL MEETING OF THE COMPANY  
AWARDED BY SECURITY EXCHANGE COMMISSION OF PAKISTAN (SECP)**

We are writing in response to your letter No. PSX/Gen-2011 dated October 13, 2020 regarding non-holding of Annual General Meeting (AGM) of our Company for the year ended June 30, 2020.

In this connection, we are writing to inform you that we have already applied to the Securities and Exchange Commission of Pakistan (SECP) on September 30, 2020 for the extension of 30 days in holding of the AGM for the year ended June 30, 2020 and mentioned the reasons thereof, in the enclosed copy of the application.

Further, the financial statements of the first quarter ended on September 30, 2020 shall also be approve on the same date in the BOD, and shall be submitted on that date. Thus, we shall be holding the AGM on November 28, 2020 which has been extended, and the permission of which has been granted by SECP.

Kindly append your record and ignore the inconvenience caused to you in this regard.

Thanking you

Yours sincerely,

**Mrs. KishwarParveen**  
Company Secretary  
For Hallmark Company Limited

Encl: 1. Application to SECP 2. Approval from SECP



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Head of Department  
Enforcement  
Securities and Exchange Commission of Pakistan  
7<sup>th</sup> Floor, NIC Building  
Jinnah Avenue  
Blue Area  
Islamabad

September 30, 2020  
Our Ref: HCL-C-0062020

Dear Sir,

**APPLICATION FOR EXTENSION OF 30 DAYS IN HOLDING OF ANNUAL GENERAL MEETING FOR THE YEAR ENDED JUNE 30, 2020**

We are writing to apply to the Commission for granting extension of 30 days time to the Hallmark Company Limited for holding its Annual General Meeting for the year ended June 30, 2020 and to present therein audited financial statements for the same financial year. This application is made under section 132(1), section 223(2) of the Companies Act, 2017 and Regulation 27 of the Companies (General Provisions and Forms) Regulations, 2018.

The required particulars are as under:

- i. Company's Registration No. 0009011
- ii. Last Annual General Meeting held was 40<sup>th</sup> Annual General Meeting held on July 30, 2019 for the financial year ended June 30, 2019.
- iii. The audited financial statements presented in the 40<sup>th</sup> Annual General Meeting were for financial year ended on June 30, 2019.
- iv. The date up to which the Annual General Meeting is required to be held under the rules is October 28, 2020 and the audited financial statements required to be presented are of financial year ended on June 30, 2020.

**Reason for extension**

The reasons which have compelled the Company to seek extension are given below:

- I- Public offer for acquiring controlling shares and controls of the Company has been completed recently under the Listed Companies (Substantial Acquisition of Voting Shares and Takeover) Regulations, 2017. Shares have been transferred in the name of acquirer in the month of September and after transfer of shares, acquirer is intended to hold election of directors in upcoming Annual General Meeting. They are in process of arranging required number of



directors and independent directors in accordance with the Listed Companies (Code of Corporate Governance) Regulations, 2019.

For this process, is taking some time and it is expected that related compliance for holding election and issue of its notice under provisions of Companies Act, 2017 would not be possible if Annual General Meeting is held in the month of October, 2020.

- 2- The audit of financial statements of the Company for the year ended June 30, 2020 is under progress as it was commenced late, because of the impact of COVID-19 and recent involvement of staff in the process of takeover process. Furthermore, the company is making efforts to fulfill the requirements of auditors so that audit could be completed as early as possible.

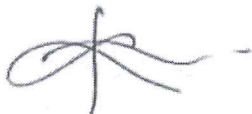
In view of the above reasons, we believe that our audit for the year ended June 30, 2020 and arrangement of eligible directors shall be completed by the first week of November, 2020 and, therefore, we shall be obliged if our Company is permitted to hold the Annual General Meeting by max November 27, 2020 due to 21 days notice period, for the general meetings.

Since the financial statements for the year ended June 30, 2020 will be adopted in Annual General Meeting in November, 2020, the financial statements for the first quarter ending September 30, 2020 will also be finalized in due course. Therefore, together with extension in Annual General Meeting, we do also request the honorable Commission to grant us 30 days extension (i.e. up-to November 30, 2020) in publishing the condensed interim financial statements for the first quarter ended on September 30, 2020 as well.

We shall be very grateful if the above circumstances are considered and extension for holding of the Annual General Meeting and publication of financial statements of the first quarter, is granted to the Company.

Thanking you

Yours sincerely,



Mrs. Kishwar Parveen  
Company Secretary  
Hallmark Company Limited

- Encl: 1- Auditors' certificate, confirming status of audit of the financial statements  
2- Copy of last year's printed annual report  
3- Affidavit of Chief Executive  
4- Paid challan of Rs. 15,000



SAY NO TO CORRUPTION

Corporate Supervision Department  
Company Law Division

No EMD/233/784/2016- 215

October 02, 2020

The Company Secretary,  
Hallmark Company Limited  
Suite # 1001, Uni Centre, 10th Floor,  
I.I. Chundrigar Road,  
Karachi, Pakistan.

Sub: Application for Extension in period for Holding of Annual General Meeting and laying of financial statements for the year ended June 30, 2019 therein u/s 132 and 223 of the Companies Act, 2017

Dear Sir,

Please refer to your application dated September 30, 2020 requesting extension of 30 days in period for holding of annual general meeting (the "AGM"), laying therein annual audited financial statements for the year ended June 30, 2020 and filing of quarterly financial statements for the first quarter ended September 30, 2020 of Hallmark Company Limited (the "Company").

2. In connection with this, I am directed to inform you that in terms of sections 132, 223 and 237 of the Companies Act, 2017, the competent authority has allowed extension of 30 days in period for holding the AGM, laying therein the annual audited financial statements of the Company for the year ended June 30, 2020 and filing of quarterly financial statements for the first quarter ended September 30, 2020.

3. Please note that section 132 of the Act provides for extension in period for holding of AGM only in exceptional circumstances and going forward the Company is advised by the competent authority to ensure holding the AGM for the ensuing period in a timely manner as per the requirements of law.

Regards,

Irfan Afzal  
Joint Director (CSD)

SECURITIES AND EXCHANGE  
COMMISSION OF PAKISTAN  
NIC Building, 63 Jinnah Avenue,  
Islamabad, Pakistan

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