



SHAHEEN INSURANCE COMPANY LTD.

Head Office:

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NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 26th Annual General Meeting (AGM) of Shaheen Insurance Company Limited (SICL) will be held on Thursday, April 29, 2021 at 10:30 a.m at the head office of Shaheen Airport Services (SAPS) situated at SAPS Complex, Malir Avenue, Jinnah International Airport, Karachi, through video link facility to transact the following business;

Ordinary Business

1. To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended December 31, 2020 together with the Directors' and Auditor's Reports thereon.
2. To appoint Auditors of the Company for the year ending December 31, 2021 and fix their remuneration. The present auditors Ms. Yousuf Adil, Chartered Accountants, being eligible, have offered themselves for reappointment.

Karachi: April 08, 2020

By Order of the Board


Nisar Ahmed Almani
Company Secretary

Notes:

1. In Compliance with the SECP's Circular No.06 of 2021 dated March 03, 2021, keeping in view the recent spike in number of Covid-19 cases, its gravity on public health, increased number of casualties and instruction of the Government / Institutions for considering the provision of video link facility to conduct meetings, the Annual General Meeting will be held virtually via video-link for the safety and well being of our valued



shareholders and general public. To attend the AGM through video link, members are requested to register their following particulars by sending an e-mail at adnan@shaheeninsurance.com

Folio / CDC Account No.	No. of shares held	Name	CNIC No.	Cell No.	Email address

The video link and login credentials will be shared with shareholders whose e-mails, containing all the requested particulars, are received at the given e-mail address by or before the close of business hours (5:00 p.m.) on April 27, 2021. The shareholders are also encouraged to send their comments / suggestion related to the agenda items of the AGM on the above mentioned e-mail address or Whats App Number 0321-2685861, by the close of the business hours (5:00 p.m.) April 27, 2021. For any query, the members may please contact at aforesaid email or WhatsApp Number.

2. In accordance with the provisions of section 242 of the Companies Act, 2017, it is mandatory for a listed company to pay cash dividend to the shareholders only through electronic mode i.e. directly into the bank account designated by the entitled shareholders. Please note that if Bank account details (IBAN) as per prescribed format have not been provided by the shareholders to the Share Registrar, their Broker (participant) or CDC, the company would be constrained to act in accordance with the provisions of the law and withhold the cash dividend.
3. The share transfer books of the Company shall remain closed from April 23, 2021 to April 29, 2021 (both days inclusive). Transfers received at M/s. Corplink (Pvt.) Ltd., Wings Arcade, 1-K, Commercial Model Town, Lahore, the Registrar and Share Registrar Office of the Company, by the



close of business on April 22, 2021 will be considered in time for the purpose of Annual General Meeting.

4. The Proxy Form duly completed and signed along with attested copies of CNIC/Passport of the member, Proxy Holder and the witnesses must be deposited at the Registered Office of the Company or emailed at cfo@shaheeninsurance.com not later than 48 hours before the time of holding of the meeting. Original CNIC/Passport will be produced by the Proxy holder at the time of the meeting.
5. No persons shall be appointed as a Proxy unless he/she is a member of the company.
6. In case of corporate entity, the Board of Director's Resolution / Power of Attorney with specimen signature of the representative shall be submitted along with Proxy Form to the Company.
7. CDC account holders and their proxies must attach attested photocopy of their CNIC / Passport with the Proxy Form.
8. Members may exercise their right to vote by means of postal ballot i.e. by post or through electronic mode subject to the requirements of section 143-145 of the Companies Act 2017 and applicable clauses of Companies (Postal Ballot) Regulations 2018.

Circulation of Annual Audited Financial Statements and Notice of AGM to the Members through email:

9. Pursuant to section 223 of the Companies Act, 2017 together with the SECP's Notification No SRO. 787(1)/2014, dated September 08, 2014 members desirous of having company's financial statements / Notice of Meeting through email are requested to provide their written consent and e-mail addresses to the Share Registrar at the below mentioned address.



Ms. Corplink (Pvt.) Ltd. Wings Arcade, 1-K, Commercial Model Town,
Lahore Phone No. 042-35916714 – 042-35916719 Fax No. 042-35869037