

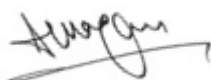
## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 42<sup>nd</sup>, Annual General Meeting of the Shareholders of **HALLMARK COMPANY LIMITED** will be held on, Monday, **August 9, 2021, at 11:00A.M.** at Suite # 1005, Uni Centre, 10th Floor, I.I. Chundrigar Road, Karachi, to transact the following business:

### ORDINARY BUSINESS

1. To confirm the minutes of the 41<sup>st</sup> Annual General Meeting held on November 26, 2020.
2. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended June 30, 2021, together with the Directors' and Auditors' Reports thereon.
3. To appoint Auditors for the year ending on June 30, 2022 and fix their remuneration. The retiring Auditors, S.M. Suhail & Co., Chartered Accountants are eligible and, have provided their consent and the Directors have recommended for their reappointment.
4. To transact any other business with the permission of the Chairman.

By order of the Board



**Company Secretary**

Karachi: July 16, 2021

## NOTES:

- 1. A member is entitled to attend and vote** at the Annual General Meeting, may appoint another member as his/her proxy to attend, speak and vote instead of him/her.
- 2. The Share Transfer Book of the Company will be closed** from August 3, 2021 to August 9, 2021 (both days inclusive). Transfers request received by our Shares Registrar, the F.D. Registrar Services (SMC-Private) Limited, located at, 17th Floor, Trade Centre, I.I. Chundrigar Road, Karachi, at the close of the business, on August 2, 2021 will be considered in time to attend and vote at the meeting and for the entitlement of Dividend (if any).
- 3. The Forms of proxy** to validate it must be properly filled-in, executed and received at the registered office of the Company not later than 48 hours before the time of the meeting.
- 4. Members are requested to notify** to the Share Registrar of the Company, promptly of any change in their addresses.
- 5. Notice to Shareholders who have not provided CNIC** Pursuant to the directive of the Securities & Exchange Commission of Pakistan (SECP) contained in SRO 831(1)/2012 dated July 05, 2012 for the issuance of future dividend warrants etc., and in absence of such information, payment of dividend may be withheld in terms of SECP's above mentioned directive, Shareholders are therefore, requested to submit a copy of their updated/ valid CNIC (if not already provided) to the Share Registrar.
- 6. Video Conference Facility** can be availed by members of the Company. In this regard, please submit to the registered office address of the Company, the following request 10 days before holding of the Annual General Meeting.

*"I/We, \_\_\_\_\_ of \_\_\_\_\_, being a member of Hallmark Company Limited, holder of \_\_\_\_\_ ordinary share(s) as per registered Folio / CDC Account No. \_\_\_\_\_ hereby opt for video conference facility at \_\_\_\_\_."*

- 7. E-Voting Facility**, in pursuant to the Notification vide SRO.43 (1)/2016 of January 22, 2016, the SECP has directed to facilitate the members of the Company for e-voting if the Company receives demand for poll from at least five (5) members or by any member or members having not less than one tenth of the voting power. In this regard, please submit to the registered address of the Company, the following request, 10 days before holding of the Annual General Meeting.

*"I/We, \_\_\_\_\_ of \_\_\_\_\_, being a member of Hallmark Company Limited, holder of \_\_\_\_\_ ordinary share(s) as per registered Folio / CDC Account No. \_\_\_\_\_ hereby opt for e-voting through Intermediary and hereby consent the appointment of execution officer as proxy and will exercise e-voting as per the Companies (e-voting) Regulations, 2016 and hereby demand for poll for resolutions.*

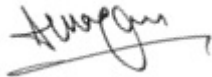
*My/our secured email address is \_\_\_\_\_, please send login details, password and electronic signature through email."*

**8. Mandate for E-Dividends for Shareholders**, to make payment of cash dividend more efficient, e-dividend mechanism has been envisaged where shareholders can get amount of dividend credited into their respective bank accounts electronically without any delay. In this way, dividend may be instantly credited to respective bank accounts and there are no chances of dividend warrants getting lost in the post, undelivered or delivered to the wrong address, etc.

The SECP, through Notice No. 8(4) SM/CDC208 dated April 5, 2013, had advised to all listed companies to adopt e-dividend mechanism due to the benefits it entails for shareholders. In view of the above, you are hereby encouraged to provide the Company, a dividend mandate in favor of e-dividend by providing mandate form duly filled in and signed. The dividend mandate form is available at website of the Company.

**9. Electronic Transmission of Financial Statements** the SECP, through notification No., SRO 787(I)/2014 dated September 8, 2014 has allowed companies to circulate Annual Financial Statements along with notice of Annual General Meeting through email, instead of sending the same through post, to those members who desires to avail this facility. The members who desire to opt to receive aforesaid statements and notice through e-mail are requested to provide their written consent on Standard Request Form available at registered office of the Company.

**10. Form of Proxy** is enclosed at the end of this annual report.



By Order of the Board  
**COMPANY SECRETARY**  
Karachi: July 16, 2021

## **HALLMARK COMPANY LIMITED**

**Regd. Office: Plot # 38/A, opposite the Intellect School, ground floor Korangi Creek, Karachi**

### **Form of Proxy**

I/We \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ being member(s) of **HALLMARK COMPANY LIMITED** and holder  
of \_\_\_\_\_ Ordinary Shares as per Share Register Folio/ CDC Account No. \_\_\_\_\_  
\_\_\_\_\_ holding CNIC/ Passport No. \_\_\_\_\_ hereby, appoint Mr./ Ms.  
\_\_\_\_\_ Folio/ CDC Account No. \_\_\_\_\_ CNIC/ Passport No.  
\_\_\_\_\_ who is also a member of the Company as my/ our proxy to attend  
and vote for me/us and on my/ our behalf at the 42<sup>st</sup> Annual General Meeting of the Company to  
be held on Thursday, **August 9, 2021 at 11:00AM** and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Witnesses:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

CNIC/ Passport No. \_\_\_\_\_

|                                       |
|---------------------------------------|
| <b>Rs. 5.00<br/>Revenue<br/>Stamp</b> |
|---------------------------------------|

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

CNIC/ Passport No. \_\_\_\_\_

#### **IMPORTANT**

1. The Member is requested:
  - (a) to affix Revenue Stamp of Rs. 5/- at the place indicated above;
  - (b) to sign in the same style of signature as is registered with the Company;
  - (c) to write down his/her Folio Number
2. This form of proxy, duly completed and signed, must be deposited at the Company's Registered Office not later than 48 hours before meeting.
3. This form should be signed by the Members or by his/ her attorney duly authorized in writing. If the member is a Corporation, its common seal should be affixed to the instrument.
4. Any alteration made in this instrument of proxy should be initialed by the person who signs it.
5. A member entitled to attend and vote at the meeting may appoint any other member as his/ her proxy to attend and vote on his/ her behalf except that a corporation may appoint a person who is not a member.

#### **For CDC Account Holders/ Corporate Entities**

In addition to the above, following requirements have to be met:

1. The proxy form shall be witnessed by two persons whose names, address and CNIC/ Passport No. shall be mentioned on the form.
2. Attested copies of CNIC/ Passport of the beneficial owner and the proxy shall be furnished with the proxy form.
3. The proxy shall produce his/ her original CNIC/ Passport at the time of the meeting.

In case of corporate entity, the Board of Directors' resolution/ power of attorney with specimen signature shall be submitted (unless it has been provided earlier) alongwith proxy form of the Company.