



**HALLMARK
COMPANY LIMITED**

**Hallmark Company Limited
204, 2nd Floor, Horizon Tower,
Block-3, Scheme No. 5, Clifton,
Karachi.
Contact +92-42-35788604
CFO@hallmark.pk**

NOTICE OF THE ANNUAL GENERAL MEETING

Notice is hereby given that the 43rd, Annual General Meeting of the Shareholders of **HALLMARK COMPANY LIMITED** will be held on, Monday, **November 28, 2022, at 12:00 P.M.** at Suite # 505, 5th Floor, Horizon Tower, Block 3, Scheme No: 5, Clifton, Karachi, to transact the following business:

ORDINARY BUSINESS

1. To confirm the minutes of the 42nd Annual General Meeting held on August 9, 2021.
2. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended June 30, 2022, together with the Directors' and Auditors' Reports thereon.
3. To appoint Auditors for the year ending on June 30, 2023, 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 their reappointment as statutory auditors of the Company.
4. To transact any other business with the permission of the Chairman.

By order of the Board

**Muhammad Bilal
Company Secretary**

Karachi

Date: November 7, 2022

NOTES:

1. **A member is entitled to attend and vote** at the Annual General Meeting and 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 November 22, 2022, to November 28, 2022 (both days inclusive). Transfer requests received by our Shares Registrar, the F.D. Registrar Services (SMC-Private) Limited, located on, the 17th Floor, Trade Centre, I.I. Chundrigar Road, Karachi, till the close the business hours, on November 21, 2022, 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, 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** 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 a dividend may be withheld in terms of SECP's above-mentioned directive, Shareholders are, therefore, requested to submit a copy of 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 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 a demand for the 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 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 to the appointment of an executive officer as proxy and will exercise e-voting as per the Companies (e-voting) Regulations, 2016, and hereby demand 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 dividends more efficient, the e-dividend mechanism has been envisaged where shareholders can get the amount of dividends credited into their respective bank accounts electronically without any delay. In this way, the 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 the 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 a mandate form duly filled in and signed. The dividend mandate form is available on the website of the Company.

9. Electronic Transmission of Financial Statements to 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 the Annual General Meeting through email, instead of sending the same through the post, to those members who desire to avail of 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 the Standard Request Form available at the registered office of the Company.

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

By Order of the Board



Bilal Kasbati
Company Secretary

Karachi

Date: November 7, 2022