

# Reliance Insurance Company Ltd.

(Incorporated in Pakistan)



## Head Office :

"Reliance Insurance House"

181-A, Sindhi Muslim Co-operative Housing Society,

Karachi-74400, Pakistan. Tel: 34539415-17

E-mail: reli-ins@cyber.net.pk Web Site : relianceins.com

P.O. Box No. : 13356

GRAMS : TRUSTONUS

Fax No. : 92-21-34539412

June 16, 2023

The General Manager,  
Pakistan Stock Exchange Limited,  
Stock Exchange Building  
Stock Exchange Road,  
Karachi

Subject: **Notice and Procedure for E-Voting Facility and Voting through Postal Ballot on Special Business.**

Dear Sir,

Pursuant to requirements of the Companies (Postal Ballot) Regulations, 2018, and clause 5.6.9(b) of the Listing Regulation of Pakistan Stock Exchange enclosed please find herewith Procedure for Electronic Voting Facility and Voting through Postal Ballot on Special Businesses to be transacted in the forthcoming Extraordinary General Meeting of the members of Reliance Insurance Company Limited scheduled to be held on Monday, June 26, 2023 at 12:00 Noon, which were already sent to the shareholders along with Notice of EOGM. You may please inform the TRC Certificate Holders of the Exchange accordingly. Please note that this Notice is intended to be published in daily newspapers in English and Urdu language on Saturday June 17, 2023.

Thanking you,

Yours faithfully,

(Ghulam Haider)  
Company Secretary

**Procedure for Electronic Voting Facility and Voting Through Postal Ballot on Special Business**

This is in continuation to the notice of Extraordinary General Meeting published on Monday, June 05, 2023, the members of Reliance Insurance Company Limited (the "Company") are hereby notified that pursuant to Companies (Postal Ballot) Regulations, 2018 amended through Notification dated December 5, 2022, issued by the Securities and Exchange Commission of Pakistan ("SECP") whereby SECP has directed all the listed companies to provide the right to the members of the Company through electronic voting facility by post on all businesses classified as special business.

Accordingly, all members of the Company will be allowed to exercise their right to vote through electronic voting facility or voting by post for the special business in its forthcoming Extraordinary General Meeting to be held on Monday, June 26, 2023 at 12:00 Noon in accordance with the requirements and subject to the conditions contained in the aforesaid Regulations.

For the convenience of the Members, ballot paper is annexed to this notice and the same is also available on the Company's website at [www.relianceins.com](http://www.relianceins.com) for download. We have already sent the same to members along with Notice.

Karachi: June 16, 2023

**Ghulam Haider**  
Company Secretary

**Procedure for E-Voting**

- a) Details of the e-voting facility will be shared through an email with those members of the Company who have their valid CNIC numbers, cell numbers and email addresses available in the register of members of the Company by the close of business on June 19, 2023.
- b) The web address, login details will be shared with the members via email. The security codes will be communicated to members through SMS from web portal of **CDC Share Registrar Services Limited** (being the e-voting service provider)
- c) Identity of the Members intending to cast vote through e-voting shall be authenticated through electronic signature or authentication for login.



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d) E-voting lines will start from June 22, 2023, 9:00 AM and shall close on June 25, 2023 at 5:00 PM, Members can cast their votes any time in this period. Once the vote on a resolution is cast by a member, he/she shall not be allowed to change it subsequently.

**Procedure for Voting through Postal Ballot:**

The members shall ensure that duly filled in and signed ballot paper along with copy of Computerized National Identity Card (CNIC) should reach the Chairman of the meeting through post on the Company's Registered address, 181-A, S.M.C.H.S, Karachi or e-mail at ghulam.haider@relianceins.com before the Extraordinary General Meeting i.e., June 25, 2023. The signature on the ballot shall match with the signature on CNIC.





# Reliance Insurance Company Ltd.

## BALLOT PAPER FOR VOTING THROUGH POST

For poll to be held on Monday, June 26, 2023, at 12:00 Noon at the Head Office of the Company situated at Reliance Insurance House, 181-A Sindhi Muslim Co-operative Housing Society near Mehdi Tower, Off: Shahrah-e-Faisal, Karachi. The duly filled-in ballot paper may be sent to Chairman Reliance Insurance Company Ltd. Karachi.

Name of Shareholder / Joint shareholders	
Registered Address	
Number of shares held and folio number	
CNIC/Passport No. (in case of foreigner) (copy to be attached)	
Additional information and enclosures (In case of representation of body corporate, Corporation and Federal Government)	

I/we hereby exercise my/our vote in respect of the following special resolutions through postal ballot by conveying my/our assent or dissent to the resolutions by placing tick (✓) mark in the appropriate box below: (In case if both the boxes are marked as (✓), your poll shall be treated as "Rejected").

S. No.	Name and Description of Resolutions	I/We assent to the Resolution(s) (FOR)	I/We dissent to the Resolution(s) (AGAINST)
2	<p><b>Resolved:</b> 2.1 "that the authorized capital of the Company be and is hereby increased from Rs.750,000,000/- (Rupees seven hundred fifty million only) to Rs.1,000,000,000 (Rupees One billion only) by creation of 25,000,000 (twenty five million) new ordinary shares of Rs.10/- each."</p> <p><b>Further Resolved:</b> 2.2 "that the Memorandum and Articles of Association of the Company be and are hereby altered by substituting the figures and words of Rs.750,000,000 (Rupees seven hundred fifty million only) divided into 75,000,000 (Seventy five million) ordinary shares of Rs.10/- each appearing in Clause V of the Memorandum of Association and Article 4 of the Articles of Association with the words and figures of Rs.1,000,000,000 (Rupees one billion only) divided into 100,000,000 (one hundred million) ordinary shares of Rs.10/- each."</p> <p><b>Further Resolved:</b> 2.3 "that the ordinary shares when issued shall carry equal voting rights and rank pari passu with the existing ordinary shares of the Company in all respect / matters in conformity with the provisions of the Companies Act, 2017."</p> <p><b>Further Resolved:</b> 2.4 "that the Chief Executive Officer and Company Secretary be and are hereby authorized singly to do all acts, deeds and things, take any or all necessary actions to complete all legal formalities and to file requisite documents with the Registrar to effectuate and implement the aforesaid resolutions."</p>		

Shareholder / Proxy holder Signature/Authorized Signatory  
(In case of corporate entity, please affix company stamp)

Place: \_\_\_\_\_ Date: \_\_\_\_\_

- Duly filled and signed original Postal Ballot Paper should be sent to the Chairman of Reliance Insurance Company Limited at Reliance Insurance House, 181-A Sindhi Muslim Co-operative Housing Society, Near Mehdi Tower, Off: Shahrah-e-Faisal, Karachi or a scanned copy of the original postal ballot to be emailed to ghulam.haider@relianceins.com
- Copy of CNIC/ Passport (in case of foreigner) should be enclosed with the Postal Ballot Form.
- Postal Ballot forms should reach the Chairman within business hours by or before Friday, June 23, 2023 during working hours. Any Postal Ballot received after this date, will not be considered for voting.
- Signature on Postal Ballot Paper should match with signature on CNIC/ Passport. (In case of foreigner).
- Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written ballot poll papers will be rejected.
- In the case of a representative of body corporate, corporation or Federal Government, the Postal Ballot Paper Form must be accompanied by a copy of the CNIC of the authorized person, along with a duly attested copy of the Board Resolution, Power of Attorney or Authorization Letter along with the Proxy Form. In the case of foreign body corporate etc, all documents must be attested from Pakistan Embassy having jurisdiction over the member.
- Ballot Paper Form has also been placed on the website of the Company at: [www.relianceins.com](http://www.relianceins.com) Members may download the Ballot paper from the website.