



**HALLMARK
COMPANY LIMITED**

The General Manager

Pakistan Stock Exchange Limited
Stock Exchange Building – Road
Karachi

09 October 2024

Subject: NOTICE OF ANNUAL GENERAL MEETING

Dear Sir,

The Annual General Meeting of Hallmark Company Limited will be held on Monday 28 October 2024 at 03:00 p.m. at Hotel Crown Inn located at Plot No. 171, Off 21, Sharah – e –Iraq, Saddar, Karachi.

We enclose herewith, a copy of the Notice of Annual General Meeting for circulation amongst TRE Certificate Holders of the Exchange.

Thanking you in anticipation.

Regards,

For Hallmark Company Limited

Muhammad Farhan Saeed
Company Secretary



Enclosure: As above.

HALLMARK COMPANY LIMITED

Registered Office: 4th Floor, Tower B, World Trade Center, Khayaban-e-Roomi, Block – 5, Clifton, Karachi, Sindh 75600
Phone: +92-21-38553750 www.hiclpk.com

Notice of Annual General Meeting

Notice is hereby given to the Members that the 45th Annual General Meeting of **Hallmark Company Limited** will be held on October 28, 2024 at 03:00 p.m. at **Hotel Crown Inn located at Plot No. 171, Off 21, Sharah – e –Iraq, Saddar, Karachi** to transact the following business:

ORDINARY BUSINESS:

MINUTES OF EXTRA ORDINARY GENERAL MEETING:

1. To read and confirm the minutes of the Extra Ordinary General Meeting held on January 15, 2024.

FINANCIAL STATEMENTS

2. To receive, consider and adopt the Audited Annual Financial Statements of the Company for the year ended June 30, 2024, together with the Reports of the Directors and Auditors thereon.

As required under Section 223 of the Companies Act 2017 and in terms of S.R.O No. 389(I)/2023 dated March 21, 2023, the Annual Report including Financial Statements of the Company will be transmitted to the Shareholders and uploaded on the website of the Company which can be viewed using the following link and QR enable code:

<https://hiclpk.com/annual-report/>



APPOINTMENT OF AUDITORS

3. To appoint statutory auditors of the Company for the year ending June 30, 2025 and fix their remuneration. The retiring Auditors, M/s S. M. Suhail & Co., Chartered Accountants, being eligible, have offered themselves for re-appointment at a fee to be mutually agreed and reimbursements of out-of-pocket expenses at actuals.

ANY OTHER BUSINESS

4. To transact with the permission of the Chair any other business which may be transacted at an Annual General Meeting.

By Order of the Board

Muhammad Farhan Saeed
Company Secretary

At Karachi: October 08, 2024

Notes:

1. CLOSURE OF SHARE TRANSFER BOOKS

The Register of Members and the Share Transfer Books will be closed from October 22, 2024 to October 28, 2024 (both days inclusive). Transfers received in order at the office of the Company's Registrar namely **F.D. Registrar Services (Private) Limited**, located on, the 17th Floor, Trade Centre, I.I. Chundrigar Road, Karachi, by the close of business on October 21, 2024 will be considered in time to attend and vote at the meeting and for the entitlement of Dividend (if any).

2. ATTENDING AGM AND APPOINTMENT OF PROXY

A. A Member entitled to attend, speak and vote at the Annual General Meeting is entitled to appoint another member as his/her proxy to attend, speak and vote on his/her behalf.

B. An instrument appointing proxy and the power of attorney or other authority under which it is signed or a notarized certified copy of the power or authority must be deposited at the registered office of the Company at least 48 hours before the time of the meeting. Form of Proxy can be downloaded from Company's website: <https://hiclpk.com/announcements-and-forms/>

C. CDC Account Holders will further have to follow the under-mentioned guidelines as laid down in Circular 1 dated January 26, 2000 issued by the Securities and Exchange Commission of Pakistan.

i) For Attending AGM

a) In case of individuals, the account holder or sub-account holder whose securities and their registration details are uploaded as per the Regulations, shall produce proof of his / her identity by showing their Computerized National Identity Card (CNIC) at the time of attending the meeting.

b) In case of a corporate entity, a Board of Directors' resolution/power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of the Meeting.

ii) For Appointing Proxy

a) In case of individuals, the account holder or sub-account holder whose registration details are uploaded as per CDC regulations shall submit the Proxy Form as per the above requirement.

b) Attested copies of CNIC of the beneficial owners and the proxy shall be furnished with the Proxy Form. The proxy shall produce his original CNIC at the time of the meeting.

3. VIDEO CONFERENCE FACILITY

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 _____."

4. MANDATORY INFORMATION - (EMAIL, CNIC, IBAN AND ZAKAT DECLARATION)

A. In compliance with Section 119 of the Companies Act, 2017 and Regulation 19 Companies (General Provisions and Forms) Regulations, 2018 members are requested to immediately provide their mandatory information such as CNIC number, updated mailing address, email, contact mobile/telephone number and International Banking Account Number (IBAN) together with a copy of their CNIC to update our records and to avoid any non-compliance of the law. Otherwise, all dividends will be withheld in terms of Regulation 6 of the Companies (Distribution of Dividends) Regulations, 2017;

- For physical shares to M/s F.D. Registrar Services (Private) Limited
- For shares in CDS to CDC Investors A/c Services or respective participant

B. Members are requested to submit a declaration (CZ-50) as per Zakat & Ushr Ordinance 1980 for zakat exemption and advise a change in address if any.

5. E-DIVIDEND MANDATE

As per Section 242 of the Companies Act, 2017, in the case of a Public listed company, any dividend payable in cash shall only be remitted through electronic mode directly into the bank account designated by the entitled shareholders.

Therefore, through this notice, all shareholders are requested to update their bank account No. (IBAN) and details in the Central Depository System through respective participants. In case of physical shares, to provide bank account details to our Share Registrar, F.D. Registrar Services (Pvt.) Limited. Please ensure an early update of your particulars to avoid any inconvenience.