

CS/PSX/2025/0009

8 April, 2025

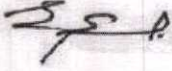
**The General Manager**  
Pakistan Stock Exchange Limited  
Stock Exchange Building,  
Stock Exchange Road,  
Karachi.

**Sub: Notice of Annual General Meeting (Pre-Publication)**

In accordance with Clause 5.6.9 (b) of the PSX Rule Book, please find enclosed herewith a copy of the captioned notice to shareholders of IGI Life Insurance Limited prior to its publication in newspapers.

The appended notice will be published in newspapers namely Business Recorder [English] and Nawa-i-Waqt [Urdu] on Wednesday, 9 April, 2025.

Yours Sincerely,



**Saniya Saeed Khan**  
Company Secretary



# Notice of 30<sup>th</sup> Annual General Meeting

NOTICE IS HEREBY GIVEN THAT the 30<sup>th</sup> Annual General Meeting of IGI Life Insurance Limited (the "Company") will be held on Wednesday, April 30, 2025 at 2:00 pm at the Auditorium of The Institute of Chartered Accountants of Pakistan, Chartered Accountants Avenue, Clifton, Karachi and virtually via Video Link Facility, to transact the following business:

## Ordinary Business:

1. To confirm the minutes of the Annual General Meeting (AGM) of the Company held on April 29, 2024.
2. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended December 31, 2024 together with the Chairman's Review Report and Directors' and Auditors' Reports thereon can be downloaded from following link and/or QR Code:



<https://igilife.com.pk/investor-relations#FinancialReports>

3. To appoint statutory auditors for the year 2025 and fix their remuneration. The current auditors, M/s. A. F. Ferguson & Co. (Chartered Accountants), being eligible for re-appointment, have consented to be appointed as auditors for the Company for the financial year 2025 and the Board of Directors has recommended their re-appointment.

## Any Other Business:

4. To transact any other business with the permission of the Chairman.

Date: April 9, 2025  
Karachi

By order of the Board

**Saniya Saeed Khan**  
Company Secretary

## NOTES:

### 1. Closure of Share Transfer Books:

The Share Transfer Books of the Company shall remain closed from April 23, 2025 to April 30, 2025 (both days inclusive). Only person whose name appears in the register of members of the Company as at April 22, 2025 will be treated in time for the purpose of attending the meeting.

### 2. Participation in the 30<sup>th</sup> AGM Proceedings via Video-Link Facility:

The Securities and Exchange Commission of Pakistan ("SECP") has vide its Circulars issued from time to time directed listed companies to hold general meetings virtually in addition to holding physical meetings. The following arrangement have been made by the Company to further facilitate the participation of the Shareholders in the AGM:

The Shareholders interested in attending the AGM virtually are requested to register by sending their particulars to the designated email address [igilifeagm@igi.com.pk](mailto:igilifeagm@igi.com.pk) mentioning their Name, Folio Number, CNIC Number and Email Address, by the close of business hours on April 28, 2025. Upon receipt of the above information from the shareholders/proxies, the Company will share the login details to their email address, which will enable them to join the said AGM through video-link.

To attend through video-link, members should download the application/software through <https://zoom.us/download>. Members will be able to participate in the AGM proceedings by logging into this application/ software using the login details provided.

### 3. Attendance in the Meeting:

A Member is entitled to attend and vote at the Annual General Meeting and is entitled to appoint another person as a proxy to attend and vote instead of him/her. A proxy need not be a member of the Company. The proxy forms duly completed and signed



by the Member appointing the proxy must be deposited with the Company's Share Registrar, FAMCO Share Registration Services (Pvt.) Limited, 8F, next to Hotel Faran, Nursery Block 6, P.E.C.H.S., Shara-e-Faisal, Karachi, not later than forty-eight (48) hours before the time appointed for the Meeting.

Shareholders having physical shares are requested to promptly notify any change in their particulars to Company's Share Registrar in writing, whereas CDC account holders are requested to update their addresses with their CDC Participant/CDC Investor Account Services on immediate basis of any change occurring in the particulars.

**4. Guidelines for CDC Account Holders / Non-CDC Members:**

- a) **For attending the meeting**
  - i. In case of individuals, the account holder or sub-account holder and/ or the person, whose securities are in group account and their registration details are uploaded as per the regulations, shall authenticate identity by showing his/her original Computerized National Identity Card (CNIC) or original passport at the time of attending the meeting.
  - ii. In case of corporate entity, the Board of Directors' resolution / power of attorney with specimen signature of the nominee shall be produced at the time of meeting.
- b) **For appointing proxies**
  - i. In case of individuals, the account holder or sub-account holder and/ or the person, whose securities are in group account and their registration detail is uploaded as per the regulations, shall submit the proxy form as per the above requirement.
  - ii. The proxy form shall be witnessed by the two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
  - iii. Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
  - iv. The proxy shall produce his/her original CNIC or original passport at the time of the meeting.
  - v. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be submitted to the Company along with proxy form.

**5. Circulation of Audited Financial Statements through E-mail and QR CODE:**

In accordance with Section 223 of the Companies Act, 2017 and pursuant to SRO 389(1)/2023 dated 21 March 2023, the audited financial statements of the Company for the year ended December 31, 2024, along with the Directors, Auditors, and Chairman Reports thereon, Notice of Annual General Meeting, and other related material have been made available on the Company's website and published for sharing via a QR Code. The same can be downloaded and viewed from the QR enabled code and web-link. The Company has obtained shareholders' approval to do so in one of its General Meetings.

Furthermore, members are hereby informed that under Section 223(6) and 473 of the Companies Act 2017, whereby circulation of Audited Financial Statements and Notice of the Meeting has been allowed in electronic format through email, the same has been circulated through email in cases where email address has been provided by the shareholder to the Company and hence the consent of shareholder to receive the copies of the same through email is not required.

Shareholders can request a hard copy of the same, which shall be provided free of cost, within one week, if a request has been made by the shareholder on the standard request form available on the website of the Company <http://igilife.com.pk/>.

**6. Conversion of Physical Shares into the Book Entry Form:**

As per Section 72 of the Companies Act, 2017, every existing listed company shall be required to replace its physical shares with book-entry form in a manner as may be specified and from the date notified by the SECP. The Company has reached out to its shareholders through newspaper notices requesting those who have physical shareholding. The shareholders are hereby again encouraged to open a CDC sub-account with any broker or Investor Account directly with CDC to convert their physical shares into script less form. This is beneficial in many ways, including safe custody and sale of shares, any time they want, as the trading of physical shares is not permitted as per existing regulations of the Pakistan Stock Exchange.

**7. Unclaimed Shares/Unpaid Dividend:**

Shareholders who could not collect their dividend /physical shares are advised to contact our Share Registrar to collect/enquire about their unclaimed dividend or shares, if any. In compliance with Section 244 of the Companies Act, 2017, after having completed the stipulated procedure, all such dividend and shares outstanding for a period of three (3) years or more from the date due and payable shall be deposited to the credit of the Federal Government in case of unclaimed dividend and in case of shares, shall be delivered to the SECP.