

# Notice of 17th Annual General Meeting

Notice is hereby given that the 17th Annual General Meeting of the Shareholders of Adamjee Life Assurance Company Limited will be held on 27th April, 2026, at ICAP Auditorium, ICAP House, G-10/4, Mauve Area, Islamabad, at 11:00 a.m. to transact the following business:

## **ORDINARY BUSINESS:**

1. Confirm the minutes of 16th Annual General Meeting held on April 28, 2025;
2. Receive, consider and adopt the Audited Financial Statements for the year ended December 31, 2025 together with the Directors' and Auditors' reports thereon and Chairman's Review Report;
3. To appoint External Auditors for the year ending December 31, 2026 and fix their remuneration. The retiring auditors Riaz Ahmad & Co, Chartered Accountants have provided their consent and offered themselves for reappointment;
4. To approve payment of a Final Cash Dividend of Rs. 1.5 per share, i.e. 15% for the year ended December 31, 2025, as recommended by the Board of Directors, payable to shareholders appearing in register at close of business on April 20th, 2026, which is in addition to the 10% Interim Cash Dividend (i.e. Rs. 1 per share) already paid.
5. Transact any other business as may be placed before the meeting with the permission of the chair.

**Karachi: April 06th, 2026**

By Order of the Board  
**Company Secretary**

## **Notes:**

1. The Company has placed the Notice of General Meeting along with form of proxy on its website.
2. The Share Transfer Books of the Company shall remain closed from April 21, 2026 to April 27, 2026 (both days inclusive).
3. Physical transfers and deposit requests under Central Depository System received at the close of business on April 20, 2026 by the Company's Registrar i.e., CDC Share Registrar Services Limited, CDC House, 99 – B, Block 'B', S.M.C.H.S., Main Shahra-e-Faisal Karachi will be treated in time for the purpose of attending and voting at the meeting.
4. In relevance to the compliance of SECP notification no. S.R.O.452(1)/2025, the Company affirms that no gifts will be distributed at the meeting.

5. A member entitled to attend and vote at the Meeting may appoint another member as his/her proxy to attend and vote for him/her provided that a corporation being a member may appoint as its proxy a person who is not a member and is duly authorized by the corporation. The form of Proxies is enclosed. Proxy must be received at the Registered Office of the Company not later than 48 hours of the meeting.

**6. Participation in the AGM through Video link:**

In accordance with the Circular No.4 of 2021 of the SECP, the Company has also provided members the facility of attending the general meeting through video link.

The shareholders interested to participate through video link are requested to please provide below information at Email: [cdfs@cdcsrsl.com](mailto:cdfs@cdcsrsl.com) at the earliest but not later than close of business on April 24, 2026.

<b>Name of the Shareholder</b>	<b>Company</b>	<b>CNIC Number</b>	<b>Folio Number</b>	<b>Cell Number</b>	<b>E-mail Address</b>
	Adamjee Life Assurance Co.				

Please note that video link and login credentials will be shared with only those members / designated proxies whose e-mail and other required information are received in required time as mentioned above.

- a) Video-link for the meeting will be sent to members at their provided email addresses enabling them to attend the meeting on the given date and time.
- b) Login facility will be opened thirty (30) minutes before the meeting time to enable the participants to join the meeting after the identification process. Shareholders will be able to login and participate in the meeting proceedings through their devices after completing all the formalities required for the identification and verification of the shareholders.
- c) Shareholders may send their comments and suggestions relating to the agenda items of the AGM at least two (2) working days before the meeting, at the given email address [arslan.tahir@adamjeelife.com](mailto:arslan.tahir@adamjeelife.com). Shareholders are requested to mention their full name, CNIC # and Folio/CDC Account # for this purpose.
7. The members who intend to attend and participate physically in the AGM of the Company will be allowed to participate as usual. The Company will follow the best practices and comply with all applicable laws for the benefit of all members wishing to participate in the meeting through any mode or medium.

8. CDC Account Holders will further have to follow the under mentioned guidelines as laid down by the Securities and Exchange Commission of Pakistan through the issuance of circular:

**A. For attending the Meeting:**

- i) In case of individuals, the account holder or sub-account holder and/or the person whose registration detail are uploaded as per CDC Regulations, shall authenticate his/her 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 whose registration details are uploaded as per the regulations shall submit the proxy form as per the above requirement.
- ii) Two persons whose names, addresses and CNIC numbers shall be mentioned on the form shall witness the proxy 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 CINC 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 (unless it has been provided earlier) along with proxy form to the Company.

**9. Dividend**

Section 242 of the Act requires that the listed companies shall pay cash dividend only through electronic mode directly into the bank account designated by the shareholders. SECP vide its notification S.R.O.1145 (I)/2017 has also issued the Companies (Distribution of Dividends) Regulations, 2017 whereby every shareholder shall be responsible to provide valid information pertaining to its designated bank account to disburse any dividend payable in cash only through electronic mode directly into the bank account designated by the entitled shareholders.

The members are requested to provide duly filled in and signed e-dividend form available at the following link:

[<https://www.adamjeelife.com/en/about-us/investor-relations/notices-and-announcements>]

In case of shares held as book-entry securities, the said information would be required to be provided to Central Depository System (“CDS”), through CDS Participants.

#### **10. Taxes**

Different tax rates are prescribed under Section 150 of the Income Tax Ordinance, 2001 for deduction of withholding tax on the amount of dividend paid by the Companies. These tax rates are as under;

For filer of income tax returns:	15%
For non-filers of income tax returns:	30%

To enable the Company to make tax deductions of the amount of cash dividend @ 15% instead of 30%, all shareholders whose names are not entered into Active Tax-payers List (“ATL”) provided on the website of FBR, despite the fact that they are filers, are advised to make sure that their names are entered into the ATL before the date for payment of the cash dividend otherwise tax on their cash dividend will be deducted @ 30% instead of 15%.

#### **10. Unclaimed Dividend:**

Shareholders, who for any reason, could not claim their dividend, are advised to contact our Share Registrar M/s CDC Share Registrar Services Limited, to collect/enquire about their unclaimed dividend, if any.

In compliance with Section 244 of the Companies Act, 2017, after having completed the stipulated procedure, all such dividends outstanding for a period of 3 years or more from the date due and payable shall be deposited to the credit of the Federal Government.

#### **11. Availability of Audited Financial Statements on Company's Website**

The Company has placed the Audited Annual Financial Statements for the year ended December 31, 2025 along with Auditor's and Director's Reports thereon on its website: [www.adamjeelife.com](http://www.adamjeelife.com)

#### **12. Transmission of Financial Statements to the Members through e-mail**

Pursuant to Section 223(6) of the Companies Act, 2017, the Company is allowed to send Audited Financial Statements, Auditor's Report and Director's Report through e-mail to the members of the Company. Members desiring to avail this facility may provide the requisite information to the Company Share Registrar, M/s. CDC Share Registrar Services Limited, CDC House, 99-B, Block-B, S.M.C.H.S., Main Shahrah-e-Faisal, Karachi.

# Proxy Form

I/We \_\_\_\_\_  
of \_\_\_\_\_  
Being a member of Adamjee Life Assurance Company Limited hereby appoint  
Mr. \_\_\_\_\_  
of \_\_\_\_\_  
or failing him \_\_\_\_\_  
of \_\_\_\_\_

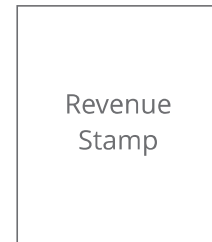
as my/our proxy in my/our absence to attend and vote for me/us and on my/our behalf at the 17th Annual General Meeting of the Company to be held on Monday, April 27, 2026 at 11:00 a.m and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

**Witnesses:**

1. Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

CNIC Or  
Passport No: \_\_\_\_\_



Signature of Member(s)

**Witnesses:**

2. Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

CNIC Or  
Passport No: \_\_\_\_\_

Shareholder's Folio No. \_\_\_\_\_  
and/or CDC  
Participant I.D.No. \_\_\_\_\_

**Important:**

This form of Proxy, duly completed, must be deposited at the Company's Lahore Corporate Office at 4th Floor, TAMC Building, Firdous Market, Gulberg-III, Lahore, not later than 48 hours before the time appointed for the meeting.

## پراسی / نمائندگی کا فارم

میں/ہم \_\_\_\_\_

از \_\_\_\_\_

آدم جی انشورنس کمپنی لمیٹڈ کے رکن کی حیثیت سے بذریعہ ہذا \_\_\_\_\_

جناب \_\_\_\_\_

از \_\_\_\_\_

کا تقرر \_\_\_\_\_

یا عدم تقرری \_\_\_\_\_

از \_\_\_\_\_

کر رہا ہوں / رہے ہیں میرے / ہمارے نمائندے کے طور پر، بروز پیر مورخہ 27 اپریل 2029 کو 11:00 بجے ہونے والی کمپنی کے 17 ویں سالانہ عمومی اجلاس اور التوا کی صورت میں کسی بھی آئندہ تاریخ کو ہونے والے اجلاس میں میری / ہماری طرف سے اور میری / ہماری غیر حاضری کی صورت میں شریک ہونے اور میری / ہماری طرف سے ووٹ دینے کے لئے۔

بروز \_\_\_\_\_ مورخہ \_\_\_\_\_ 2026 کو دستخط کئے گئے۔

گواہان:

رسیدی ٹکٹ

رکن (ارکان) کے دستخط

شیر ہولڈر کا فولیو نمبر: \_\_\_\_\_

اور/یا CDC \_\_\_\_\_

شریک کا آئی ڈی نمبر: \_\_\_\_\_

ا۔ دستخط: \_\_\_\_\_

نام: \_\_\_\_\_

پتہ: \_\_\_\_\_

\_\_\_\_\_

CNIC یا پاسپورٹ نمبر: \_\_\_\_\_

ا۔ دستخط: \_\_\_\_\_

نام: \_\_\_\_\_

پتہ: \_\_\_\_\_

\_\_\_\_\_

CNIC یا پاسپورٹ نمبر: \_\_\_\_\_

اہم:

یہ نمائندگی کا فارم، پوری طرح مکمل کر کے، کمپنی کے مرکزی دفتر تیسری اور چوتھی منزل، آدم جی ہاؤس، آئی آئی چندریگر روڈ، کراچی میں اجلاس کے لئے مقررہ وقت سے کم از کم 48 گھنٹے پہلے لازماً جمع کروانا ہوگا۔



**Adamjee Life  
Assurance Co. Ltd.**

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