



# SHAHEEN INSURANCE COMPANY LTD.

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## **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the 31<sup>st</sup> Annual General Meeting (AGM) of **Shaheen Insurance Company Limited** (SICL) will be held on **Tuesday, April 28, 2026 at 11:00 a.m.** at the Institute of Chartered Accountants of Pakistan House, block G-31/8, Chartered Accountants Avenue, Clifton, Karachi to transact the following business;

### **Ordinary Business**

1. To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended December 31, 2025 together with the Directors' and Auditor's Reports thereon.
2. To appoint Auditors of the Company for the year ending December 31, 2026 and fix their remuneration. Board of Directors on the recommendation of Audit Committee have proposed the reappointment of M/s. BDO Ebrahim & Co., Chartered Accountants as auditors of the Company for the year 2026.

Karachi: March 31, 2026

By Order of the Board

Aqeel Anwar Kamal  
Company Secretary



**Notes:**

1. In line with the clarification issued vide Circular no. 4 of 2021 by the Securities & Exchange Commission of Pakistan (SECP) for ensuring participation of the shareholders in general meeting through electronic means as a regular feature; Company has also provided the facility for attending the meeting through video link. To attend the AGM through video link, members are requested to register their following particulars by sending an e-mail at [compliance@shaheeninsurance.com](mailto:compliance@shaheeninsurance.com)

Folio / CDC Account No.	No. of shares held	Name	CNIC No.	Cell No.	Email address

The video link and login credentials will be shared with shareholders whose e-mails, containing all the requested particulars, are received at the given e-mail address by or before the close of business hours (5:00 p.m.) on April 24, 2026. For any query, the members may please contact at aforesaid email or on WhatsApp Number 0321-2010771.

2. The share transfer books of the Company shall remain closed from **April 22, 2026 to April 28, 2026** (both days inclusive). Transfers received at M/s. Corplink (Pvt.) Ltd., Wings Arcade, 1-K, Commercial Model Town, Lahore, the Registrar and Share Registrar Office of the Company, by the close of business on April 21, 2026 will be considered in time for the purpose of Annual General Meeting.

3. The Proxy Form duly completed and signed along with attested copies of CNIC/Passport of the member, Proxy Holder and the witnesses must be deposited at the Registered Office of the Company not later than 48 hours before the time of holding of the meeting. Original CNIC/Passport will be produced by the Proxy holder at the time of the meeting.

4. No persons shall be appointed as a Proxy unless he/she is a member of the company.

5. In case of corporate entity, the Board of Director's Resolution/Power of Attorney with specimen signature of the representative shall be submitted along with Proxy Form to the Company.

6. CDC account holders and their proxies must attach attested photocopy of their CNIC/Passport with the Proxy Form.



7. The shareholders of the Company have approved in an Extra Ordinary General Meeting of the Company held on June 22, 2023 to circulate the Annual Report of the Company to the members through QR enabled code and weblink. Therefore, the Annual Report – 2025 can be accessed through the following weblink or QR Code.

Weblink: <https://www.shaheeninsurance.com/financial-reports/>



QR Code.

8. Members holding shares in physical form are requested to promptly notify Shares Registrar of the Company of any change in their addresses. Shareholders maintaining their shares in electronic form should have their address updated with their participant or CDC Investor Accounts Service.

9. In terms of SECP's Circular No. 10 of 2014 dated May 21, 2014 read with the provisions contained under section 134(1)(b) of the Act, if the Company receives request / demand from members holding in aggregate 10% or more shareholding residing at a geographical location, to participate in the meeting through video conference at least 10 days prior to the date of meeting, the Company will arrange video conference facility in that city, subject to availability of such facility in that city. Members are requested to timely notify any change in their addresses.

In this regard, please fill the following form and submit to the Company at its registered address 10 days before holding of the AGM. After receiving the request / demand of members having 10% or more shareholding in aggregate, the Company will intimate members regarding venue of video conference facility at least five (5) days before the date of AGM along with complete information necessary to enable them to access such facility.

#### REQUEST FOR VIDEO CONFERENCE FACILITY

I / We / Messrs. \_\_\_\_\_ of \_\_\_\_\_ being Member(s) of Shaheen Insurance Company Limited, holder of \_\_\_\_\_ ordinary share(s) as per Folio # \_\_\_\_\_ and / or CDC Participant ID & Sub- Account No. \_\_\_\_\_, hereby, opt for video conference facility at \_\_\_\_\_ city. \_\_\_\_\_.

10. In accordance with Section 223(6) of the Companies Act, 2017 read with SECP's S.R.O.389(1)/2023 dated March 21, 2023 The Company's Annual Audited Financial Statements for the year ended December 31, 2025, along with the Director's and Auditor's Reports, are available on the Company's website.



11. The Securities and Exchange Commission of Pakistan has issued a letter No. CSD/ED/Misc./2016-639-640 dated March 26, 2021 addressed to all listed companies drawing attention towards the provision of Section 72 of the Companies Act, 2017 (Act) which requires all companies to replace shares issued by them in physical form with shares to be issued in the Book-Entry-form within a period not exceeding four years from the date of the promulgation of the Act, in 2017.

In order to ensure full compliance with the provisions of the aforesaid Section 72 and to benefit from the facility of holding shares in the Book-Entry -Form, the shareholders who still hold shares in physical form are requested to convert their shares in the Book-Entry -Form.

12. The Securities and Exchange Commission of Pakistan (the "SECP"), through its Circular 2 of 2018, dated February 9, 2018, has strictly prohibited companies from providing gifts or incentives, in lieu of gifts (tokens/coupons/lunches/takeaway packages) in any form or manner, to Shareholders at or in connection with general meetings. Under Section 185 of the Act, any violation of this directive is considered an offense, and companies failing to comply may face penalties.

13. As per the provision of section 244 of the Act, any shares issued, or dividend declared by the Company which have remained unclaimed / unpaid for a period of three years from the date on which it was due and payable are required to be deposited with SECP for the credit of Federal Government after issuance of notices to the Shareholders to file their claim. The details of the shares issued, and dividend declared by the Company which have remained due for more than three years were sent to Shareholders. Shareholders are requested to ensure that their claims for unclaimed dividend and shares are lodged promptly. In case, no claim is lodged with the Company in the given time, the Company shall, after giving notice in the newspaper, proceed to deposit the unclaimed / unpaid amount and shares with the Federal Government pursuant to the provision of Section 244(2) of the Act.

**The Form of Proxy is being sent to the members along with notice and also placed on Company's website.**