

**NOTICE OF EXTRA ORDINARY
GENERAL MEETING**



ADAMJEE INSURANCE COMPANY LIMITED

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ADAMJEE INSURANCE COMPANY LIMITED
9th Floor, Adamjee House, I.I. Chundrigar Road, Karachi



ADAMJEE INSURANCE COMPANY LIMITED

Registered Office: Adamjee House, 80/A, Block E/1, Main Boulevard, Gulberg-III, Lahore

NOTICE OF THE EXTRA ORDINARY GENERAL MEETING

NOTICE is hereby given that an Extra Ordinary General Meeting (EOGM) of **Adamjee Insurance Company Limited** (the "Company") will be held at the Nishat Hotel, Gulberg, Lahore and through video link facility on Friday June 16, 2023, at 09:00 a.m. to transact the following special business:

1. To consider and if thought fit, to increase the authorized share capital of the Company from Rs. 3,750,000,000 to Rs. 30,000,000,000 by creation of 2,625,000,000 ordinary shares of Rs. 10 each and to alter Clause 5 of the Memorandum of Association and Article 4 of the Articles of Association of the Company by passing the following resolution as special resolution, with or without modification, addition or deletion:

RESOLVED:

- i. "That the Authorized Share Capital of Adamjee Insurance Company Limited (the "Company") be increased from Rs. 3,750,000,000 divided into 375,000,000 shares of Rs. 10 each to Rs. 30,000,000,000 divided into 3,000,000,000 ordinary shares of Rs. 10 each".
- ii. "That consequent upon the said increase in Authorized Share Capital of the Company, Clause 5 of the Memorandum of Association and Article 4 of the Articles of Association of the Company be and are hereby altered to read as follows:

CLAUSE 5 OF THE MEMORANDUM OF ASSOCIATION

The Authorized Share Capital of the Company is Rs. 30,000,000,000 divided into 3,000,000,000 shares of Rs. 10 each having such rights, privileges and conditions attaching thereto as are provided in the Articles of Association of the Company with power to vary, modify or abrogate any such rights, privileges, or conditions and to increase, reduce, reorganize, consolidate, or subdivide the share capital into different kinds and classes in such manner as may for the time being provided by the Articles of Association of the Company.

ARTICLE 4 OF THE ARTICLES OF ASSOCIATION

The Authorized Share Capital of the Company is Rs. 30,000,000,000 divided into 3,000,000,000 ordinary shares of Rs. 10 each".

- iii. "That the shares when issued shall carry equal voting rights and rank pari passu with the existing ordinary shares in all respects in conformity with the provisions of Section 85 of the Companies Act 2017".
 - iv. "That Chief Executive and Company Secretary of the Company be and are hereby jointly or severally authorized to complete all legal and corporate formalities for increasing the authorized capital of the Company and to effectuate this special resolution.
2. "To consider and, if thought fit, to pass, with or without modifications, the following special resolution to substitute Article 118 of the Articles of Association

Resolved That, Article 118 of the Articles of Association be and are hereby substituted to read as follows:

Resolved further that the Chief Executive and / or Company Secretary be and are hereby singly authorized to do all acts, deeds and things and take all steps to fulfill the legal, corporate and procedural formalities and all necessary actions ancillary and incidental including filing of requisite documents and returns as may be required with the Registrar of Companies, SECP and complying with all other regulatory requirements so as to effectuate the alteration in the Articles of Association of the Company and implementing this resolution.

Resolved further that the aforesaid alteration in the Articles of Association of the Company shall be subject to any amendment, modification, addition, or deletion as may be required in accordance with the applicable law and approved by the Chief Executive or Company Secretary which amendment, modification, addition or deletion shall be deemed part of this special resolution without the need for passing a fresh special resolution".

3. To consider and if deemed appropriate, approve the circulation of Company's annual audited financial statements through QR enabled code and weblink as part of notice for annual general meeting and to pass the following resolution as an Ordinary Resolution, with or without modification:

"Resolved that the consent & approval of the members of Adamjee Insurance Company Limited (the "Company") be and is hereby accorded and the Company be and is hereby authorized to circulate of annual audited financial statements to its members through QR enabled code and weblink as part of the notice of annual general meeting."

"Further Resolved that the Chief Executive and the Company Secretary be and is hereby jointly or severally authorized to do all acts, deeds and things, take or cause to be taken any action as may be necessary, incidental or consequential to give effect to this resolution."

The statement under Section 134 (3) of The Companies Act, 2017 in respect of above-mentioned Special Businesses is attached herewith.

By Order of the Board



Tameez-ul-Haque
Secretary

Lahore: May 26, 2023

NOTES:

1. Book Closure

The share transfer books of the Company will remain closed from June 10, 2023 to June 16, 2023 (both days inclusive). Transfers received in order at the office of the Company's Independent Share Registrar, M/s CDC Share Registrar Services Ltd., CDC House, 99- B, S.M.C.H.S, Main Shahrah e Faisal, Karachi by the close of business (5:00 PM) on June 9, 2023 will be treated in time for the purposes of attending and voting at the EOGM. Proxy Forms, in English and Urdu languages, have been dispatched to the members along with the notice of EOGM.

2. Instrument of Proxy

A member entitled to attend and vote at this meeting may appoint any other member as his/her proxy to attend and vote. The Instrument appointing a proxy and the power of attorney or other authority under which it is signed or a notarial attested copy of the power of attorney must be deposited at the registered office of the Company at least 48 hours before the time of the meeting. A proxy must be a member of the company. A Company or a Corporation being a member of the Company may appoint a representative through a resolution of board of directors for attending and voting at the meeting.

3. Attendance

To attend the meeting through video link, the members and their proxies are requested to register themselves by providing the following information along with their Name, Folio Number, Cell No., and Number of Shares held in their name, a valid copy of CNIC (both sides)/ passport attested copy of board resolution / power of attorney (in case of corporate shareholders) through email at zafar.iqbal@adamjeeinsurance.com and/or info@adamjeeinsurance.com by June 14, 2023:

Name of Member/ proxy holders	CNIC No.	Folio No./ Participant Id/ Account No.	Cell No./ WhatsApp's No.	Email ID.

The shareholders who are registered after the necessary verification shall be provided with a video link by the Company at the said email address. The login facility will remain open from the start of the meeting till its proceedings are concluded.

4. Members who have deposited their shares into Central Depository Company of Pakistan Limited ("CDC") will further have to follow the applicable guidelines as laid down by the Securities and Exchange Commission of Pakistan in Circular No 1 of 2000.
5. Members are requested to be timely notified of any change in their addresses to our independent Share Registrar.
6. **Notice to Shareholders who have not provided CNIC:**

The shareholders who have not yet provided their CNICs are once again advised to provide the attested copies of their CNICs (if not already provided) directly to our Independent Share Registrar at the address given in Note No. 1.
7. Members may exercise their right to vote by means of postal ballot. The Postal Ballot form is attached with notice and available on Company Website. Postal Ballot should reach Chairman of the meeting on or before June 15, 2023 at 9th Floor, Adamjee House, I.I. Chundrigar Road, Karachi or info@adamjeeinsurance.com/zafar.iqbal@adamjeeinsurance.com.

Procedure for E-Voting

- a. In accordance with the Companies (Postal Ballot) Regulation, 2018, (the "Regulations") the right to vote through electronic voting facility and voting by post shall be provided to members of every listed company for, inter alia, all businesses classified as special business under the Companies Act, 2017 in the manner and subject to conditions contained in the Regulations.
- b. Details of e-Voting facility will be shared through e-mail with those members of the company who have valid cell numbers / e-mail addresses (Registered e-mail ID) available in the Register of Members of the Company by the end of business on June 9, 2023. Members who intend to exercise their right of vote through E-voting shall provide their valid cell numbers and email addresses on or before June 12, 2023.
- c. Identity of the Members intending to cast vote through e-voting shall be authenticated through electronic signature or authentication for login.
- d. Members shall cast vote for agenda item No. 1-3 online from June 13, 2023, till June 15, 2023 at 5:00 p.m. Voting shall close on June 15, 2023, at 5:00 p.m. A vote once cast by a Member shall not be allowed to be changed.

Procedure for Voting Through Postal Ballot

- a. Members may alternatively opt for voting through postal ballot. For the convenience of the members, Ballot Paper is annexed to this notice and the same is also available on the Company's website www.adamjeeinsurance.com.
- b. The members must ensure that the duly filled and signed ballot paper, along with a copy of Computerized National Identity Card (CNIC) should reach the Chairman of the meeting through post at the Company's Karachi Office, Adamjee House, 9th Floor, I.I. Chundrigar Road, Karachi, or email at zafar.iqbal@adamjeeinsurance.com one day before the EOGM, i.e., on June 15, 2023 before 5:00 p.m. A postal ballot received after this time / date shall not be considered for voting. The signature on the Ballot Paper shall match with signature on the CNIC.

Statement under Section 134(3) of The Companies Act 2017

This statement sets out material facts concerning the special businesses, proposed to be transacted at the extraordinary general meeting of the Company to be held on June 16, 2023.

1. To increase authorized capital

It is proposed to increase authorized share capital from Rs. 3,750 million to Rs. 30,000 million to facilitate further issues of capital as and when deemed necessary in accordance with growth plans and in the best interest of the Company and its stakeholders.

The existing paid up share capital of the Company is PKR 3,500 million divided into 350,000,000 ordinary shares of PKR 10 each while the existing authorized share capital of the Company is PKR 3,750 million divided into 375,000,000 ordinary shares of Rs. 10/- each.

To cater for the increase in paid up share capital of the Company in future, the authorized share capital of the Company needs to be enhanced. Accordingly, the Board of Directors has recommended to increase the authorized share capital of the Company from PKR 3,750 million divided into 375,000,000 ordinary shares of Rs. 10/- each to PKR 30,000 million divided into 3,000,000,000 ordinary shares of Rs. 10/- each by PKR 2,625 million i.e., creation of additional 2,625,000,000 ordinary shares of Rs. 10/- each.

The proposed increase in the authorized share capital of the Company will also necessitate amendment in Clause 5 of Memorandum of Association of the Company and Article 4 of the Articles of Association of the Company. The Board of Directors has also recommended the required alteration in the Articles Association of the Company to reflect increase in authorized share capital of the Company.

Reasons for alteration in authorized share capital

An alteration of authorized share capital is being proposed to enhance the existing authorized capital to allow future issue of shares in future. Additional authorized capital of PKR 26,250 million i.e., creation of an additional 2,625,000,000 ordinary shares of Rs. 10/- each is being proposed.

Reasons for alterations of Memorandum of Association

The Company is increasing its authorized share capital to cater for the future increase in paid-up share capital of the Company as mentioned hereinabove. Consequently, the provisions in the Memorandum of Association and Articles of Association relating to authorized share capital will need to be amended.

Existing Clause 5 of Memorandum of Association:

"The Authorized Share Capital of the Company is Rs. 3,750,000,000 divided into 375,000,000 shares of Rs. 10 each having such rights, privileges and conditions attaching thereto as are provided in the Articles of Association of the Company with power to vary, modify or abrogate any such rights, privileges or conditions and to increase, reduce, reorganize, consolidate or subdivide the share capital into different kinds and classes in such manner as may for the time being provided by the Articles of Association of the Company."

Proposed Clause 5 of Memorandum of Association:

"The Authorized Share Capital of the Company is Rs. 30,000,000,000 divided into 3,000,000,000 shares of Rs. 10 each having such rights, privileges and conditions attaching thereto as are provided in the Articles of Association of the Company with power to vary, modify or abrogate any such rights, privileges, or conditions and to increase, reduce, reorganize, consolidate, or subdivide the share capital into different kinds and classes in such manner as may for the time being provided by the Articles of Association of the Company. capital in accordance with the regulations for the time being in force, and in accordance with law."

Existing Article 4 of Articles of Association:

"The Authorized Share Capital of the Company is Rs. 3,750,000,000 divided into 375,000,000 ordinary shares of Rs. 10 each."

Proposed Article 4 of Articles of Association:

"The Authorized Share Capital of the Company is Rs. 30,000,000,000 divided into 3,000,000,000 ordinary shares of Rs. 10 each."

Interest of directors

No directors or Chief Executive of the Company or their relatives have any interest in the proposed alterations to the Memorandum of Association of the Company except in their capacities as directors/Chief Executive/shareholders of the Company.

Availability of Relevant Documents

A copy of each of the existing and amended Articles of Association identifying the changes proposed therein bearing the initial of the company secretary for identification purposes and the documents pertaining to proposed special resolution are available for inspection at the registered office of the Company from 9.00 a.m. to 5.00 p.m. on any working day, up to the last working day before the date of the extraordinary general meeting. The same shall also be available for inspection by the members in the extraordinary general meeting.

Statement of the Board of Directors

"We, the members of the Board of Directors hereby confirm that the proposed amendments/alterations in the Articles of Association of the Company are in line with the applicable laws and regulatory framework."

2. Amendment in Articles of Association

It is proposed to alter the Articles of Association to allow the Board of Directors to approve the issuance of bonus shares by way of capitalization of reserves/unappropriated profits.

Existing Article 118

"The Company in General Meeting may resolve that any moneys, investments or other assets forming part of the undivided profits (including profits arising from realization or appreciation in value of Capital assets for the time being of the Company) standing to the credit of Reserve Fund or any other Fund of the Company, or in the hands of the Company and available for dividend or representing premiums received on the issue of shares be capitalized and distributed amongst the shareholders on the footing that they become entitled thereto as capital and that all or any part of such capitalized fund be applied on behalf of such shareholders in paying up in full, either at par or at such premium as the resolution may provide any unissued shares or debentures or debenture stock of the Company which shall be distributed accordingly and that such distribution shall be accepted by such shareholders in full satisfaction of their interest in the said capitalized sum."

Proposed Article 118

"the Chief Executive and / or Company Secretary are singly authorized to do all acts, deeds and things and take all steps to fulfill the legal, corporate and procedural formalities and all necessary actions ancillary and incidental including filing of requisite documents and returns as may be required with the Registrar of Companies, SECP and complying with all other regulatory requirements so as to effectuate the alteration in the Articles of Association of the Company and implementing this resolution.

The aforesaid alteration in the Articles of Association of the Company shall be subject to any amendment, modification, addition, or deletion as may be required in accordance with the applicable law and approved by the Chief Executive or Company Secretary which amendment, modification, addition or deletion shall be deemed part of this special resolution without the need for passing a fresh special resolution".

Comparative Analysis

The existing and proposed Article have been mentioned hereinabove which will serve as a comparative analysis for the purposes of the business to be transacted at the EOGM.

Reasons / Justification for Alteration in Articles of Association:

The Alterations are being proposed to alter the Articles of Association to allow the Board of Directors to approve the issuance of bonus shares by way of capitalization of reserves/unappropriated profits.

Interest of Directors:

The directors of the Company are not interested, directly or indirectly, in the proposed special business except to the extent of their directorships and shareholdings in the Company.

Availability of Relevant Documents and Inspection

A copy of the Articles of Association of the Company as on date and indicating the proposed amendment in Article 118 is available for inspection at the registered office of the Company from 9.00 a.m. to 5.00 p.m. on any working day, up to the last working day before the date appointed for the meeting.

Statement of the Board of Directors

"We, the Board of Directors of the Company hereby confirm that the proposed amendments/alterations in the Articles of Association of the Company are in line with the applicable provisions of the laws and regulatory framework".

3. To circulate annual report through QR enabled code.

SECP, vide its notification No. SRO 389(I)/2023 dated March 21, 2023, has allowed the listed companies to circulate the annual balance sheet and profit and loss account, auditor's report, and directors report, etc. ("annual audited financial statements") to its members through QR enabled code and weblink to its members subject to approval of shareholders in the general meeting. This facility will help all members, wherever they are located, to access the financial statements of the Company. Secondly, it will also reduce unnecessary expenditure for making CDs etc., It was also noted that most new computers do not have CD Rom's as well, which was causing problems for many members.

Considering technological advancements and old technology becoming obsolete, the circulation of annual audited financial statements through CD/DVD/USB will be discontinued.

The Company will supply the hard copies of the annual audited financial statements to the shareholders on demand, free of cost, within one week of such demand. In this regard, the Company will place a Standard Request Form on its website along with the designated postal and email address of the Company Secretary/ Share Registrar to whom such requests will be made.

No directors have direct or indirect interest in the above-said business other than as shareholders of the Company.

1. Procedure for E-Voting

- e. In accordance with the Companies (Postal Ballot) Regulation, 2018, (the "Regulations") the right to vote through electronic voting facility and voting by post shall be provided to members of every listed company for, inter alia, all businesses classified as special business under the Companies Act, 2017 in the manner and subject to conditions contained in the Regulations.
- f. Details of e-Voting facility will be shared through e-mail with those members of the company who have valid cell numbers / e-mail addresses (Registered e-mail ID) available in the Register of Members of the Company by the end of business on June 9, 2023. Members who intend to exercise their right of vote through E-voting shall provide their valid cell numbers and email addresses on or before June 12, 2023.
- g. Identity of the Members intending to cast vote through e-voting shall be authenticated through electronic signature or authentication for login.
- h. Members shall cast vote for agenda item No. 1-3 online from June 13, 2023 till June 15, 2023 at 5:00 p.m. Voting shall close on June 15, 2023, at 5:00 p.m. A vote once cast by a Member shall not be allowed to be changed.

2. Procedure for Voting Through Postal Ballot

- c. Members may alternatively opt for voting through postal ballot. For convenience of the members, Ballot Paper is annexed to this notice and the same is also available on the Company's website www.adamjeeinsurance.com to download.
- d. The members must ensure that the duly filled and signed ballot paper, along with a copy of Computerized National Identity Card (CNIC) should reach the Chairman of the meeting through post at the Company's address, 9th Floor, Adamjee House, I.I. Chundrigar Road, Karachi, or email at info@adamjeeinsurance.com or zafar.iqbal@adamjeeinsurance.com one day before the EOGM, i.e., on June 15, 2023 before 5:00 p.m. A postal ballot received after this time / date shall not be considered for voting. The signature on the Ballot Paper shall match with signature on the CNIC.

Ballot Paper for voting through post for poll to be held in person and virtual at Extraordinary General Meeting to be held on Friday, June 16, 2023 at 9:00 a.m.

Designated email address of the Chairman at which duly filled in ballot paper may be sent: info@adamjeeinsurance.com & or zafar.iqbal@adamjeeinsurance.com

Name of shareholder/joint shareholders	
Number of shares held and folio number	
CNIC Number (copy to be attached)	
Additional information and enclosures (in case of representative of body corporate, corporation, and Federal Government)	

I/we hereby exercise my/our vote in respect of the following resolutions through postal ballot by conveying my/our assent or dissent to the following resolution by placing tick (✓) mark in the appropriate box below (delete as appropriate):

S.No.	Nature and Description of resolutions	No. of ordinary shares for which votes cast	I/we assent to the Resolutions (FOR)	I/we dissent to the Resolutions (AGAINST)
1	"Resolved that authorized capital of Adamjee Insurance Company Ltd be increased from Rs. 3,750 million to 30,000 million"			
2	To substitute Article 118 of Article of Association			
3	"Resolved that approval of shareholders of Adamjee Insurance Company Limited (Company) be and is hereby accorded and the Company be and is hereby authorized to circulate Annual Audited Financial Statements of the Company together with the reports and documents required to be annexed thereto under the Companies Act, 2017 through QR enable code and weblink. Also resolved that Chief Executive and / or Company Secretary be and are hereby authorized to do all such acts, deeds and things and take all such actions as may be necessary for implementing this resolution".			

Signature of shareholder(s) _____

Place:

Date:



ADAMJEE INSURANCE COMPANY LIMITED

Registered Office: Adamjee House, 80/A, Block E-1, Main Boulevard, Gulberg III, Lahore

PROXY FORM

I/We of being a member of Adamjee Insurance Company Limited and holder of shares as per Folio No.
 CDC Participant ID#.....and Sub Account #...../ CDC Investors Account #..... hereby appoint Mr./Miss/Mrs. Of (Folio No.....CDC Participant ID#..... and Sub Account #...../ CDC Investors Account #.....) or failing him/her Mr./Miss/Mrs. of(Folio No.CDC Participant ID#.....and Sub Account #...../ CDC Investors Account #.....) as my/our Proxy to attend, speak and vote for me/us and on my/our behalf at the Extraordinary General Meeting of the Company to be held on June 16, 2023 (Friday) at 9:00 a.m. at Nishat Hotel, Gulberg, Lahore and through video link facility and any adjournment thereof.

Signed this day of.....2023

WITNESSES:

1- Signature
 Name
 Address.....

 CNIC No.

**Rupees Fifty
Revenue
Stamp**

2- Signature
 Name
 Address.....

 CNIC No.

Signature of Member.....

(Please See Notes on reverse)

NOTES

- a. A member entitled to attend and vote at this meeting may appoint any other member as his/her proxy to attend and vote. The Instrument appointing a proxy and the power of attorney or other authority under which it is signed or a notarial attested copy of the power of attorney must be deposited at the registered office of the Company at least 48 hours before the time of the meeting. A proxy must be a member of the company. A Company or a Corporation being a member of the Company may appoint a representative through a resolution of board of directors for attending and voting at the meeting.
- b. Members who have deposited their shares into Central Depository Company of Pakistan Limited ("CDC") will further have to follow the under mentioned guidelines as laid down by the Securities and Exchange Commission of Pakistan in Circular No 1 of 2000.

A. For Attending the Meeting:

- a. In case of Individuals, the account holder and/or sub-account holder whose registration details are uploaded as per the CDC Regulations, shall authenticate his/her identity by attaching with proxy form his/her attested copies of CNIC or, Passport at the time of submitting the proxy.
- b. In case of corporate entity, the Board's resolution / power of attorney with specimen signature of the nominee shall be provided (unless it has been provided earlier) before the Meeting.

B. For Appointing Proxies:

- a. In case of individuals, the account holder and/or sub-account holder whose registration details are uploaded as per the CDC Regulations, shall submit the proxy form as per above requirements.
- b. The proxy form shall be witnessed by two persons, whose names, addresses and CNIC numbers shall be mentioned on the form.
- c. Attested copies of the CNIC or the passport of beneficial owners and the proxy shall be furnished with the proxy form.
- d. The proxyholders shall produce his original CNIC or original passport at the time of the Meeting.
- e. In case of corporate entity, the Board's resolution / power of attorney with specimen signature shall be furnished (unless it has been provided earlier) along with proxy form to the Company.

نمائندگی نامہ

میں/ہم مقیم آدمجی انشورنس کمپنی لمیٹڈ کے ایک ممبر
اور شینئر کی ملکیت/فولیو نمبر سی ڈی سی پارٹنر شپ آئی ڈی نمبر اور سب اکاؤنٹ نمبر /
سی ڈی سی انویسٹرز اکاؤنٹ نمبر کے مطابق محترم/محترمہ مقیم (فولیو نمبر
سی ڈی سی پارٹنر شپ آئی ڈی نمبر اور سب اکاؤنٹ نمبر /سی ڈی سی انویسٹرز اکاؤنٹ نمبر)
یا اُن کے شریک نہ ہونے پر محترم/محترمہ مقیم (فولیو نمبر
سی ڈی سی پارٹنر شپ آئی ڈی نمبر اور سب اکاؤنٹ نمبر /سی ڈی سی انویسٹرز اکاؤنٹ نمبر)
بذریعہ بلا انشٹاٹ ہوٹل، محمود علی قصوری روڈ، گلبرگ، لاہور میں بروز جمعہ مورخہ 16 جون 2023ء بوقت صبح 09:00 پر یا کسی مکمل التوائی وقت پر منعقد ہونے والے غیر معمولی
اجلاس عام میں شریک ہونے، گفتگو کرنے اور ووٹ دینے کیلئے میرے/ہمارے نمائندے کے طور پر نامزد کرنا چاہتا ہوں/چاہتی ہوں/چاہتے ہیں۔

آج بروز تاریخ 2023ء دستخط کیے گئے۔

گواہان

1. دستخط
نام
پتہ
کمپیوٹرائزڈ قومی شناختی کارڈ نمبر
2. دستخط
نام
پتہ
کمپیوٹرائزڈ قومی شناختی کارڈ نمبر

-/50 روپے کی
ریونیو اسٹیٹمنٹ

..... دستخط

(ازراہ کرم اس صفحے کی پشت پر نوٹس ملاحظہ فرمائیں)

ملاحظات (نوٹس):

- 1- غیر معمولی اجلاس عام میں شرکت اور رائے دہی کا حق رکھنے والا ممبر کسی دوسرے ممبر کو اپنی بجائے شرکت اور حق رائے دہی کے استعمال کیلئے اپنا نمائندہ (پروکسی) مقرر کر سکتا ہے۔ کوئی کارپوریشن یا کمپنی، بحیثیت کمپنی، بحیثیت کمپنی کی ممبر، اپنے افسران میں سے کسی کی تقرری بورڈ ریزولیشن کے ذریعے کر سکتی ہے۔ نمائندگی نامہ (Proxy(s) اس اجلاس کے انعقاد کے مقررہ وقت سے کم از کم 48 گھنٹے قبل کمپنی کے رجسٹرڈ آفس میں وصول ہو جانا چاہیے۔
- 2- ایسے ممبران جو سینٹرل ڈپازٹری کمپنی آف پاکستان میں شیئرز جمع کروا چکے ہیں وہ قومی شناختی کارڈ اور سی ڈی پارٹس نمبر ساتھ لائیں۔
- 3- CDC کا وٹ ہولڈرز کو سیکورٹیز اینڈ ایکسچینج کمیشن آف پاکستان کی طرف سے جاری کردہ درج ذیل ہدایات کی مزید پیروی کرنا ہوگی:

(A) اجلاس میں شرکت کیلئے:

- (i) افراد کی صورت میں، اکاؤنٹ یا سب اکاؤنٹ ہولڈرز جس کی رجسٹریشن کی تفصیلات CDC ضوابط کے مطابق اپ لوڈ کی جا چکی ہیں، اجلاس میں شرکت کے وقت اپنی شناخت کی تصدیق کیلئے اپنا اصل کمپیوٹرائزڈ قومی شناختی کارڈ (CNIC) یا اصل پاسپورٹ دکھانے کا/گی۔
- (ii) کاروباری ادارے کی صورت میں اجلاس کے موقع پر بورڈ آف ڈائریکٹرز کی قرارداد/مختار نامہ نامزد نمائندے کے دستخط کے نمونے کے ساتھ پیش کرنا ہوگا (ماسوائے اس کے کہ وہ پہلے ہی پیش کیا جا چکا ہو)۔

(B) نمائندوں کی تقرری کیلئے:

- (i) افراد کی صورت میں، اکاؤنٹ یا سب اکاؤنٹ ہولڈرز جس کی رجسٹریشن کی تفصیلات CDC ضوابط کے مطابق اپ لوڈ کی جا چکی ہیں، اجلاس میں درج بالا تقاضوں کے مطابق نمائندگی نامہ (Proxy Form) جمع کروانے کا/گی۔
- (ii) نمائندگی نامے پر دو افراد کی گواہی موجود ہونی چاہیے جن کے نام، پتے اور CNIC نمبر تقرری نامے میں درج ہوں۔
- (iii) نمائندگی نامے کے ہمراہ اصل مالکان (beneficial owner) اور نمائندے کے CNIC یا پاسپورٹ کی تصدیق شدہ نقول مہیا کی جائیں۔
- (iv) نمائندے کو اجلاس کے موقع پر اپنا اصل CNIC یا اصل پاسپورٹ پیش کرنا ہوگا۔
- (v) کاروباری ادارے کی صورت میں، اجلاس کے موقع پر نمائندگی نامے کے ہمراہ بورڈ آف ڈائریکٹرز کی قرارداد/مختار نامہ نمائندے/انٹرنی کے دستخط کے نمونے کے ساتھ پیش کرنا ہوگا (ماسوائے اس کے کہ وہ پہلے ہی پیش کیا جا چکا ہو)۔