



CENTURY INSURANCE COMPANY LIMITED

Registered Office & Corporate Department
LAKSON SQUARE, BUILDING NO.2, SARWAR SHAHEED ROAD, KARACHI - 74200 PAKISTAN

07 November 2023

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

Dear Sir,

NOTICE OF EXTRAORDINARY GENERAL MEETING

We enclose a copy of the Notice of Extraordinary General Meeting scheduled to be held on Tuesday, 05 December 2023 which is to be published in newspapers for your information and record.

Kindly acknowledge.

Yours faithfully,
For **CENTURY INSURANCE COMPANY LIMITED**


(**MANSOOR AHMED**)
Company Secretary

Encl.: As above





CENTURY INSURANCE COMPANY LIMITED

Lakson Square, Building No.2, Sarwar Shaheed Road, Karachi-74200.

NOTICE OF EXTRAORDINARY GENERAL MEETING

NOTICE IS HEREBY GIVEN that an Extraordinary General Meeting of CENTURY INSURANCE COMPANY LIMITED will be held on Tuesday, December 05, 2023 at 03:30 p.m. at ICAP Auditorium, Chartered Accountants Avenue, Clifton, Karachi as well as through Electronic means/Video link facility to transact the following business:

SPECIAL BUSINESS

To approve the circulation of Annual Report (including the Audited Financial Statements, Auditors' Report, Directors' Report, Chairman's Review Report etc.) to the Members of the Company through QR enabled code and web link, in accordance with Section 223 of the Companies Act, 2017 as allowed vide SECP's S.R.O.389(1)/2023 dated March 21, 2023 and to pass the following resolution with or without modification:

"RESOLVED THAT Century Insurance Company Limited (the 'Company') be and is hereby authorized to circulate its Annual Report including Audited Financial Statements, Auditors' Report, Directors' Report, Chairman's Review Report and other reports contained therein to Members of the Company through QR enabled code and web link."

Statement under section 134 of the Companies Act, 2017 in the above matter is being sent to the members along with the notice.

By Order of the Board
MANSOOR AHMED)
Company Secretary

Karachi: November 06, 2023

NOTES:

1. The share transfer books of the Company will remain closed from November 28, 2023 to December 05, 2023 (both days inclusive). Transfers received in order by the Shares Registrar of the Company, M/s. FAMCO Associates (Private) Limited, 8-F, near Hotel Faran, Nursery, Block-6, P.E.C.H.S., Shakra-e-Faisal, Karachi up to the close of business on November 27, 2023 will be treated in time for the purpose of attending the extraordinary general meeting.

2. Participation in the EOGM via physical presence or through video conferencing

a. A member, who has deposited his/her shares into Central Depository Company of Pakistan Limited, must bring his/her participant's ID number and CDC account/sub-account number along with original Computerized National Identity Card (CNIC) or original Passport at the time of attending the meeting.

b. Participation in the EOGM proceedings through video link facility:

The arrangement for attending the EOGM through electronic means will be as under:

a. To facilitate our members who want to attend EOGM through Zoom application - a video link facility will be provided.

b. Shareholders interested in attending the EOGM through Zoom application are hereby requested to get themselves registered with the Company Secretary office by providing the following details at the earliest but not later than 24 hours before the time of EOGM (i.e., before 03:30 p.m. on December 04, 2023) through following means:

- i) Mobile/WhatsApp: 0315 5008228
- ii) E-mail: mansoor@lakson.com.pk

Shareholders are advised to mention Name, CNIC Number, Folio/CDC Account Number, cell number and email ID for identification.

Upon receipt of the above information from the interested shareholders, the Company will send the login credentials at their e-mail address. On the date of EOGM, shareholders will be able to login and participate in the EOGM proceedings through their smartphone/computer devices.

Shareholders can also provide their comments/suggestions for the proposed agenda item of the EOGM by using the aforesaid means.

3. Requirements for appointing Proxies

- a. A member entitled to attend and vote at the Extraordinary General Meeting may appoint another member as his/her proxy to attend, speak and vote instead of him/her, and a proxy so appointed shall have such rights, as respects attending, speaking and voting at the meeting as are available to a member. A proxy must be a member of the Company.
- b. Form of proxy, in order to be valid must be properly filled-in/executed and received at the registered office of the Company situated at Lakson Square, Building No.2, Sarwar Shaheed Road, Karachi not later than 48 hours before the time of the meeting excluding holidays.
- c. The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- d. Copies of CNIC or the valid passport of the beneficial owners and the proxy shall be furnished along with the proxy form.
- e. The proxy shall produce his original CNIC or original valid passport at the time of the Meeting.
- f. In case of a 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.

4. Updation of shareholder addresses/other particulars:

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

Further, to comply with requirements of section 119 of the Companies Act, 2017 and Regulation 19 of the Companies (General Provisions and Forms) Regulations, 2018, all CDC and shareholders are requested to have their email address and cell phone numbers incorporated/updated in their physical folio or CDC account.

5. Conversion of Physical Shares into CDC Account

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 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, as soon as possible.

The shareholders may contact their Broker, CDC Participant or CDC Investor Account Service Provider for assistance in opening a CDS Account and subsequent conversion of the physical shares into book-entry form. It would facilitate the shareholders in many ways including safe custody of shares, avoidance of formalities required for the issuance of duplicate shares, etc.

6. Pursuant to the Companies (Postal Ballot) Regulations, 2018 read with Sections 143 and 144 of the Companies Act, 2017, Members will be allowed to exercise their right to vote through postal ballot, that is voting by post or electronic mode, in accordance with the requirements and procedure contained in the aforesaid Regulations.

7. Form of Proxy and Ballot Paper are being dispatched to the members alongwith the notice and are available on Company's website. www.cicl.com.pk