



SHAHEEN INSURANCE COMPANY LTD.

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 23rd Annual General Meeting (AGM) of Shaheen Insurance Company Limited (SICL) will be held on Friday, April 27, 2018 at 11:30 a.m at the head office of Shaheen Airport Services (SAPS) situated at SAPS Complex, Malir Avenue, Jinnah International Airport, Karachi, to transact the following business;

Ordinary Business

1. To receive, consider and adopt the Annual Audited Accounts of the Company for the year ended December 31, 2017 together with the Directors' and Auditor's Reports thereon.
2. To appoint Auditors of the Company for the year ending December 31, 2017 and fix their remuneration. The present auditors Ms. Riaz Ahmad & Company, Chartered Accountants, being eligible, have offered themselves for reappointment.

Karachi: April 05, 2018

By Order of the Board
Nisar Ahmed Almani
Company Secretary

NOTES

1. SECP has directed vide SRO No. 831 (1)2012 dated July 05, 2012 to issue dividend warrant only crossed as "A/c Payee only" and should bear the computerized national identity card (CNIC) number of the registered members. All those shareholders possessing physical shares are requested to submit a photocopy of their valid CNIC along with the Folio number at the earliest directly to company's share registrar, M/s Corplink (Pvt.) Ltd., Wings Arcade, 1-K, Commercial, Model Town, Lahore. No dividend will be payable unless the CNIC number is printed on the dividend warrants. Corporate are also requested to submit their NTN at the address of our registrar as given above.
2. The Share transfer books of the Company shall remain closed from April 20, 2018 to April 27, 2018 (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 19, 2018 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 Directors 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.

Circulation of Annual Audited Financial Statements and Notice of AGM to the Members through email:

7. SECP through its Notification No SRO. 787(1)/2014, dated September 08, 2014 has allowed companies to circulate Annual Audited Financial Statements ("Annual Financial Statements") along with Notice of Annual General Meeting ("Notice of AGM") to its members through email. In order to avail this facility, the members who desire to opt to receive Annual Financial Statements and Notice of AGM through e-mail are requested to provide their written consent and e-mail addresses to the Share Registrar at the below mentioned address.

Please note the Annual Reports / Financial Statements are also available on the Company's website.

For any query / difficulty / information, the member may contact the Company's Share Registrar and Share Transfer Agent, at the address, phone/fax numbers. Ms. Corplink (Pvt.) Ltd. 1-K Commercial, Model Town, Lahore Phone No. 042-35916714 – 042-35916719 Fax No. 042-35869037

Video Conferencing Facility

Video Conferencing facility will be provided, only if the company receives consent from members holding in aggregate 10% or more shareholding, residing at Lahore or Islamabad at least 10 days prior to date of the meeting, subject to availability of such facility in that city. To avail this facility fill the following and submit it to the registered address of the company at least 10 days before meeting.

I/we _____ of _____, being a member of Shaheen Insurance Company Limited holder of _____ ordinary shares as per Register Folio No. _____ hereby opt for Video Conferencing Facility at _____

Signature of the member