

# Notice of 27<sup>th</sup> Annual General Meeting

NOTICE IS HEREBY GIVEN THAT the Twenty-Seventh Annual General Meeting of IGI Life Insurance Limited (the "Company") will be held at the Auditorium Hall at The Institute of Chartered Accountants of Pakistan, Karachi on Thursday, April 28, 2022 at 10:30 a.m. to transact the following business:

## Ordinary Business

1. To confirm the minutes of the last Annual General Meeting (AGM) of the Company held on April 28, 2021.
2. To receive, consider and approve the Audited Financial Statements of the Company for the year ended December 31, 2021, together with the Chairman's Review, Directors' and Auditors' Report thereon.
3. To appoint statutory auditors for the year 2022 and fix their remuneration. The current Auditors, M/s. A.F. Ferguson & Co. (Chartered Accountants) have consented to be appointed as auditors and the Board of Directors has recommended their appointment.
4. To transact any other business with the permission of the Chairman.

April 6, 2022  
Karachi

By order of the Board  
**Nadia Perveen Hussain**  
Company Secretary

## PARTICIPATION IN THE 27TH AGM PROCEEDINGS VIA VIDEO LINK FACILITY:

In view of the prevailing situation of Pandemic COVID-19, particularly in the wake of its fifth wave and concerning the well-being of the participants of the AGM, this general meeting is being conducted as per the guidelines circulated by the Securities and Exchange Commission of Pakistan ("SECP") vide its Circular No. 4 of 2021 dated 15th February 2021 and Circular No. 6 of 2021 dated 3rd March 2021. Accordingly, the following arrangements have been made by the Company to facilitate the participation of the shareholders in the AGM through Zoom either in-person or through appointed proxies:

The shareholders/proxies are requested to please provide the below tabulated information to our Company Secretary in an email to [igilifeagm@igi.com.pk](mailto:igilifeagm@igi.com.pk) with the subject "Registration for IGI Life AGM 2022", at least 48 hours before the time of AGM i.e. latest by 10:30 am on April 26th 2022. To attend through video-link, members can download the application/software through <https://zoom.us/download> and login via video-link to participate in the AGM proceedings.

Folio / CDC Account No.	Name of Shareholder / Proxy	CNIC No.	Cellphone No.	Email Address

Upon receipt of the above information from the shareholders /proxies, the Company will share the login details to their email address, which will enable them to join the said AGM through video-link.

A member entitled to attend and vote at the Annual General Meeting is entitled to appoint another person as a proxy to attend and vote instead of him/her. A proxy need not be a member of the Company. The proxy forms duly completed and signed by the member(s) appointing the proxy must be deposited with the Company's Share Registrar, FAMCO Associates (Private) Limited, 8F, Next to Hotel Faran, Nursery, Block 6, P.E.C.H.S., Shahrah-e-Faisal, Karachi, not later than forty-eight (48) hours before the time appointed for the Meeting.

In the event of voting required during AGM, members using the video link can exercise their right to vote on the AGM date by logging into FAMCO's portal: [www.famco.com.pk/evoting.html](http://www.famco.com.pk/evoting.html)

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## OTHER NOTES

1. The Share Transfer Books of the Company will remain closed from April 21, 2022 to April 28, 2022 (both days inclusive).
2. Any individual beneficial owner having an account or sub-account with the Central Depository Company ("CDC"), entitled to vote at this meeting, must provide his/her Computerized National Identity Card (CNIC) to prove his/her identity, and in case of proxy must enclose an attested copy of his/her CNIC. The representatives of corporate bodies should provide attested copies of their board of directors' resolution/powers of attorney and/or all such documents as are required under Circular No. 1 dated January 26, 2000 issued by the SECP for the purpose.
3. Members (Non-CDC) are requested to promptly notify the Company's Share Registrar of any change in their addresses and also provide the email address, if possible.
4. Pursuant to Section 223 (7) of the Companies Act, 2017, the financial statements and annual reports have been placed on website of the Company and can be accessed on <http://igilife.com.pk/investor-relations/financial-reports/>

Members are hereby further informed that in pursuant to SECP's S.R.O. 787(1)/2014 dated September 8, 2014 and Companies Act, 2017, the Companies have been allowed to circulate the Annual Report to members through email. For this purpose, we have attached the request form in the Annual Report and also uploaded the same on our company's website at <http://igilife.com.pk/investor-relations/aggm-related-forms/#1588198218774-0a90803a-a8bb> Members who want to avail this facility are requested to submit the duly filled request form to the Share Registrar.

5. Further, in accordance with SRO 470(I) / 2016 dated May 31, 2016, through which SECP has allowed companies to circulate the annual audited accounts to its members through CD/DVD/USB instead of transmitting the hard copies at their registered addresses, subject to consent of shareholders and compliance with certain other conditions.
6. In accordance with the provisions of Section 242 of the Companies Act, 2017, it is mandatory for a listed company to pay the cash dividend to its shareholders only through electronic mode directly into the bank account designated by the entitled shareholders. In order to receive your dividends directly into your bank account, please complete the particulars in E-Credit Dividend Mandate Form. This form has been attached in the Annual Report and is also available on our Company's website - [www.igilife.com.pk](http://www.igilife.com.pk). In the case of shares held in CDC, the same information should be provided to the CDS participants for updating and forwarding to the Company. In the absence of a member's valid bank account details and/or IBAN, the Company will be constrained to withhold the payment of dividend to such members till provision of prescribed details.
7. Shareholders, who by any reason, could not claim their dividend/ physical/bonus shares, if any, are advised to contact our Share Registrar at the address mentioned above.
8. In accordance with the Companies (Postal Ballot) Regulations, 2018, for any agenda item subject to the requirements of Section 143 and 144 of the Companies Act, 2017, members will be allowed to exercise their right of vote through postal ballot i.e. by post or e-voting, in the manner and subject to the conditions contained in the aforesaid regulations.