

# Notice of 29<sup>th</sup> Annual General Meeting

NOTICE IS HEREBY GIVEN THAT the 29th Annual General Meeting of IGI Life Insurance Limited (the "Company") will be held on Monday, April 29, 2024 2:00 pm at the Auditorium of The Institute of Chartered Accountants of Pakistan, Chartered Accountants Avenue, Clifton, Karachi and virtually via Video Link Facility to transact the following business:

## Ordinary Business:

1. To confirm the minutes of the Extraordinary General Meeting (EoGM) of the Company held on May 23, 2023.
2. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended December 31, 2023 together with the Chairman's Review Report and Directors' and Auditors' Reports thereon.

The Annual Report including the Audited Financial Statements and related Reports has been uploaded on the website of the Company. Pursuant to SRO 389(I)/2023 dated March 21, 2023 and subsequent approval of the Shareholders in the Annual General Meeting dated April 27, 2023, the Annual Report and Audited Financial Statements and related Reports can be accessed using the following web-link and QR enabled code:



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<https://igilife.com.pk/investor-relations/financial-reports/>

3. To appoint statutory auditors for the year 2024 and fix their remuneration. The current auditors, M/s. A.F.Ferguson & Co. (Chartered Accountants), being eligible for re appointment, have consented to be appointed as auditors for the Company for the financial year 2024 and the Board of Directors has recommended their re-appointment.

## Any Other Business:

4. To transact any other business with the permission of the Chairman.

Date: April 8, 2024  
Karachi

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

## NOTES:

### 1. Closure of Share Transfer Books:

The Share Transfer Books of the Company shall remain closed from April 22, 2024 to April 29, 2024 (both days inclusive). Only person whose names appear in the register of members of the Company as at April 19, 2024 will be treated in time for the purpose of attending the meeting.

### 2. Participation in the 29th AGM Proceedings via Video-Link Facility:

The Securities and Exchange Commission of Pakistan ("SECP") has vide its Circulars issued from time to time directed the listed companies to hold general meetings virtually in addition to the requirements of holding physical meeting. The following arrangements have been made by the Company to further facilitate the participation of the shareholders in the AGM:

The shareholders interested in attending the AGM virtually are requested to register by sending their particulars to the designated email address [igilifeagm@igi.com.pk](mailto:igilifeagm@igi.com.pk) mentioning their Name, Folio Number, CNIC Number and email address, by the close of business hours on April 27, 2024. 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.

To attend through video-link, members should download the application/software <https://zoom.us/download>. Members will be able to participate in the AGM proceedings by logging into this application/software by using the login details provided.

### 3. Attendance in the Meeting:

A Member entitled to attend and vote at the Annual General Meeting and 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 appointing the proxy must be deposited with the Company's Share Registrar, FAMCO SHARE REGISTRATION SERVICES (PVT) LIMITED, 8F, next to Hotel Faran, Nursery Block 6, P.E.C.H.S., Sarah-e-Faisal, Karachi, not later than forty-eight (48) hours before the time appointed for the Meeting.

Shareholders (Non-CDC) are requested to promptly notify the Company's Share Registrar of any change in their addresses.

#### 4. Guidelines for CDC Account Holders / Non-CDC Members:

##### a) For attending the meeting

- i. In case of individuals, the account holder or sub-account holder and/ or the person, whose securities are in group account and their registration details are uploaded as per the regulations, shall authenticate identity by showing his/her original Computerized National Identity Card (CNIC) or original passport at the time of attending the meeting.
- ii. In case of corporate entity, the Board of Directors' resolution / power of attorney with specimen signature of the nominee shall be produced at the time of meeting.

##### b) For appointing proxies

- i. In case of individuals, the account holder or sub-account holder and/ or the person, whose securities are in group account and their registration detail is uploaded as per the regulations, shall submit the proxy form as per the above requirement.
- ii. The proxy form shall be witnessed by the two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- iii. Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- iv. The proxy shall produce his/her original CNIC or original passport at the time of the meeting.
- v. In case of corporate entity, the Board of Directors' resolution/power of attorney with specimen signature shall be submitted to the Company along with proxy form.

#### 5. Availability of Annual Audited Financial Statements on the Company's website:

Pursuant to Section 223(7) of the Companies Act, 2017, the financial statements and reports have been placed on website of the Company and can be accessed on <https://igilife.com.pk/investor-relations/financial-reports>.

#### 6. Circulation of Audited Financial Statements through E-mail and QR CODE:

The Audited Financial Statements of the Company for the year ended December 31, 2023, have been made available on the Company's website <https://igilife.com.pk/investor-relations/financial-reports> in addition to the Annual and Quarterly financial statements for the previous years.

The Securities and Exchange Commission of Pakistan ("SECP") through its Notification No. S.R.O 389(I)/2023 dated March 21, 2023, has allowed 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.

Accordingly, Annual Report of the Company for the year ended December 31, 2023 is dispatched to the shareholders through email and QR Code. However, in cases, where email addresses are not available with the Company's Share Registrar, printed copies of the notices of AGM along-with the QR enabled code/weblink to download the Annual Report 2023 (containing the financial statements), have been dispatched.

If a shareholder, in addition, requests for hard copy of Annual Audited Financial Statements, the same shall be provided free of cost within seven days of receipt of such request. In this regard, the Company's designated email address / Share Registrar email address will be placed on website of the Company. A shareholder may also prefer to receive hard copies for all future Annual Audited Accounts. For convenience of shareholders, a "Standard Request Form for provision of Annual Audited Accounts" have also been made available on the Company's website <http://igilife.com.pk/>.

#### 7. Conversion of Physical Shares into the Book Entry Form:

Members holding shares in physical form are encouraged to convert their physical shares into Book-Entry-Form (CDC) pursuant to the requirements of Section 72 of the Companies Act, 2017.

#### 8. Unclaimed Shares/Unpaid Dividend:

Shareholders who could not collect their dividend /physical shares are advised to contact our Share Registrar to collect/enquire about their unclaimed dividend or shares, if any. In compliance with Section 244 of the Companies Act, 2017, after having completed the stipulated procedure, all such dividend and shares outstanding for a period of three (3) years or more from the date due and payable shall be deposited to the credit of the Federal Government in case of unclaimed dividend and in case of shares, shall be delivered to the SECP.