

NOTICE OF THE 60TH ANNUAL GENERAL MEETING

NOTICE is hereby given that the 60th Annual General Meeting (AGM) of Adamjee Insurance Company Limited (the "Company") will be held on April 27, 2021, Tuesday, at 11:00 a.m. at Registered Office of the Company, Adamjee House, 80/A, Block E-1, Main Boulevard, Gulberg III, Lahore, through video-link facility to transact the following ordinary business:

1. To receive, consider and adopt the Standalone and Consolidated Audited Financial Statements of the Company for the year ended 31st December, 2020, Directors' and Auditors' reports thereon and the Chairman's Review Report.
2. To declare and approve, as recommended by the directors, the payment of final cash dividend of Rs. 1/25 per share i.e., @ 12.5% in addition to 12.5% interim cash dividend already declared and paid i.e., total 25% for the year ended 31st December, 2020.
3. To appoint auditors and fix their remuneration. The members are hereby notified that the Board of Directors and the Audit Committee have recommended the name of retiring auditors M/s Yousuf Adil, Chartered Accountants for their reappointment as auditors of the Company.

By Order of the Board

Tameez-ul-Haque
Secretary

Lahore: April 6, 2021

NOTES:

1. Video-Link Facility for the AGM:

Due to rising COVID-19 cases and to ensure the safety and well-being of the shareholders and general public, the Company is holding this meeting through a video link as allowed by the Securities and Exchange Commission of Pakistan vide its Circular No. 6 of 2021 dated 3rd March, 2021.

To attend the meeting through the 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 and 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 23 April, 2021:

| Name of Member/ Proxy Holders | CNIC No. | Folio No./ Participant ID/ Account No. | Cell No./ WhatsApp No. | Email ID. |
|----------------------------------|----------|-------------------------------------------|---------------------------|-----------|
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The shareholders who are registered after the necessary verification shall be provided a video link by the Company on the said email address. The login facility will remain open from the start of the meeting till its proceedings are concluded. Shareholders can also provide their comments and questions for the agenda items of the AGM at the email address zafar.iqbal@adamjeeinsurance.com and/or info@adamjeeinsurance.com or at **WhatsApp No: 03400004421**.

Members are therefore encouraged to attend the AGM through the video link or by consolidating their attendance through proxies.

2. The annual report containing inter alia audited standalone and consolidated financial statements and mandatory reports have been placed on the website of the Company www.adamjeeinsurance.com.
3. The share transfer books of the Company will remain closed from 21st April, 2021 to 27th April, 2021 (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 (1:00 p.m.) on April 20, 2021 will be treated in time for the purposes of entitlement of members to the final cash dividend and for attending and voting at the AGM. Proxy Forms, in English and Urdu languages, have been dispatched to the members along with the notice of AGM.
4. 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.
5. 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 showing CDC Participant ID and account number and his/her original CNIC or, original passport at the time of attending the Meeting.
- b. In case of corporate entity, the Board's resolution/power of attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of 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 proxy 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 the proxy form to the Company.



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