

# Notice of Annual General Meeting

Notice is hereby given that the 21st Annual General Meeting of the Shareholders of Jubilee Life Insurance Company Limited will be held as per below mentioned schedule:

Date and time: March 28, 2016 (Monday) at 11.00 a.m.

Venue: Auditorium, Habib Bank Tower, Jinnah Avenue, Islamabad

## Agenda

### Ordinary Business

1. Confirmation of the minutes of 8th EOGM held on December 11, 2015.
2. To consider and adopt the Audited Financial Statements of the Company for the year ended December 31, 2015 and the Directors and Auditors Reports thereon.
3. To consider and approve the payment of final cash dividend of 105% (Rs. 10.50 per ordinary share of Rs. 10 each) for the year ended December 31, 2015 as recommended by the Directors of the Company, in addition to the interim dividend of Rs. 3 per share i.e. 30 % already paid to shareholders, thus making a total of Rs.13.50 per share i.e. 135% for the year ended December 31, 2015.
4. To appoint external auditors and Shariah Compliance Auditors for the year 2016 and to fix their remuneration. The retiring auditors, M/s KPMG Taseer Hadi & Co., Chartered Accountants, being eligible offer themselves for re-appointment as Statutory Auditors and Shariah Compliance Auditors.
5. To transact any other ordinary business as may be placed before the meeting with the permission of the Chair.

March 07, 2016  
Karachi

By order of the Board



Najam ul Hassan Janjua  
Company Secretary

## Notes:

1. The Share transfer books of the Company shall remain closed from March 22, 2016 to March 28, 2016 (both days inclusive). Transfers received in order by our registrar, M/s Central Depository Company of Pakistan, CDC Share Registrar Service, CDC House, 99-B, Block-B, SMCHS, Main Sharah-e-Faisal, Karachi-74400, at the close of business on March 21, 2016 will be treated in time for the purpose of attending the meeting.
2. A Member of the company entitled to attend and vote at this Meeting shall be entitled to 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.
3. A Member shall not be entitled to appoint more than one proxy to attend any one meeting. If any Member appoints more than one proxy for any one meeting and more than one instruments of proxy are deposited with the Company, all such instruments of proxy shall be rendered invalid.
4. Proxies, in order to be effective, must be received by / lodged with the Company at its Registered Office 26-D, 3rd floor, Kashmir Plaza, Jinnah Avenue, Blue Area, Islamabad not less than 48 hours before the Meeting.
5. Members are requested to immediately notify any change in their addresses.
6. CDC Account Holders will further have to follow the under mentioned guidelines as laid down in Circular 1 dated January 26, 2000 issued by the Securities and Exchange Commission of Pakistan.
7. In pursuance with the Securities & Exchange Commission of Pakistan (SECP) notification No. SRO 779(1)/2011 dated August 18, 2011 and SRO. 831 (1)/2012 dated July 05, 2012, the shareholders possessing physical shares are requested to immediately send a copy of their Computerized National Identity Card (CNIC) to our Registrar Office, Central Depository Company of Pakistan Limited, CDC House, 99-B, Block B, SMCHS, Main Sharah-e-Faisal, Karachi for printing / insertion of CNIC number on respective Dividend Warrant. In case of non-receipt of the copy of valid CNIC and non-compliance of the above requirement, the Company will be constrained to withhold dispatch of Dividend Warrants to such shareholders. Corporate entities are also requested to submit their NTN at the address of our Registrar as given above.
8. Please further note that under Section 150 of the Income Tax Ordinance, 2001 and pursuant to Finance Act, 2014 withholding tax on dividend income will be deducted for "Filer" and "Non-Filer" shareholders @ 12.5% and 17.5% respectively. According to clarification received from Federal Board of Revenue (FBR) withholding tax will be determined separately on "Filer/ Non-Filer" status of Principal shareholder as well as Joint Holder (s) based on their shareholding proportions, in case of joint accounts.

In this regard, all shareholders who hold shares with joint shareholders, are requested to provide shareholding proportions of Principal shareholder and Joint Holder (s) in respect of shares held by them to our Share Registrar Central Depository Company of Pakistan Limited, CDC House, 99-B, Block "B" SMCHS Main Shahr-e-Faisal, Karachi-74400, in writing as follows:

Folio/ CDS Account No.	Total Shares	Name and CNIC	Shareholding proportions (No. of shares)	Name and CNIC	Shareholding Proportion (No. of shares)

Note: The required information must be reached to our Share Registrar by March 24, 2016, otherwise it will be assumed that the shares are equally held by Principal shareholder and Joint Holder(s).

#### 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 his / her identity by showing his/her original Computerized National Identity Card (CNIC) or original passport at the time of attending the meeting.
- ii) The shareholders registered on CDC are also requested to bring their particulars, I.D. numbers and account numbers in CDS.
- iii) In case of corporate entity, the Board of Directors' resolution/power of Attorney with specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of meeting.

#### B) FOR APPOINTMENT OF PROXIES:

- i) In case of individual, 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 submit the proxy form as per requirement notified by the company.
- ii) The proxy form shall be witnessed by 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 being a Member, the Board of Directors' resolution / power of attorney with specimen signature of the nominee / attorney shall have to be submitted (unless it has been provided earlier) along with the proxy form to the Company.