

# Jubilee

LIFE INSURANCE

## Notice of 24<sup>th</sup> Annual General Meeting

Notice is hereby given that the 24<sup>th</sup> Annual General Meeting of the Shareholders of Jubilee Life Insurance Company Limited "Company" will be held on Saturday, April 27, 2019 at 11:00 a.m. at the Auditorium, Habib Bank Limited (HBL) Tower, Jinnah Avenue, Islamabad to transact the following business:

### AGENDA:

#### ORDINARY BUSINESS:

1. To confirm the Minutes of 23<sup>rd</sup> Annual General Meeting held on March 30, 2018.
2. To consider and adopt the Audited Financial Statements of the Company for the year ended December 31, 2018 together with the Chairman's Review, Directors' Report and Auditors' Report thereon.
3. To consider and approve the payment of final cash dividend of 145% (Rs. 14.50 per ordinary share of Rs.10 each) for the year ended December 31, 2018 as recommended by the Directors of the Company, in addition to the interim dividend of Rs. 3.00 per share i.e. 30% already paid to Shareholders, thus making a total of Rs. 17.50 per share i.e. 175% for the year ended December 31, 2018.
4. To appoint External Auditors and Shariah Compliance Auditors for the year 2019 and to fix their remuneration. The Board and the Audit Committee have recommended the appointment of M/s A.F. Ferguson & Co., Chartered Accountants as Statutory Auditors and Shariah Compliance Auditors of the Company in place of retiring auditors M/s KPMG Taseer Hadi & Co., Chartered Accountants, who have completed the five (5) years tenure as External Auditors of the Company. Accordingly, the members are hereby given the notice as required under Section 246(2) of the Companies Act, 2017 proposing the name of an auditor other than the retiring auditors.
5. To transact any other business as may be placed before the Meeting with the permission of the Chair.

Dated: April 5, 2019  
Karachi

By order of the Board  
Najam Ul Hasan Janjua  
Company Secretary

### NOTES:

1. The Share transfer books of the Company shall remain close from 21-04-2019 to 27-04-2019 (both days inclusive). Transfers received in order by our registrar, M/s Central Depository Company of Pakistan Limited, CDC Share Registrar Services, CDC House, 99-B, Block-B, SMCHS, Main Sharah-e-Faisal, Karachi-74400, at the close of business on 20-04-2019 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 guidelines as laid down in Circular 1 dated January 26, 2000 issued by the Securities and Exchange Commission of Pakistan.
7. 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. Corporate entities are also requested to submit their NTN at the address of our Registrar as given above.
8. Please further note that the rates for deduction of withholding tax on the amount of dividend paid by the companies are @ 15% for filers of income tax returns and @ 20% for non-filers of income tax returns. All Members are advised to ensure their names are on Active Tax-payers list (ATL) provided on the website of Federal Board of Revenue (FBR) otherwise tax on dividend will be deducted @ 20% instead of 15%.

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, in writing as follow before 20-04-2019 positively; otherwise it will be assumed that the shares are equally held by Principal Shareholder and Joint Holder(s).

Company Name	Folio / CDS Accounts No.	Total Shares	Principal Shareholder		Joint Shareholding	
			Name and CNIC No.	Shareholding proportions (No. of shares)	Name and CNIC No.	Shareholding proportions (No. of shares)

### 9. Payment of Cash Dividend Electronically (e-Dividend)

In accordance with the provision of Section 242 of the Companies Act, 2017 (Act) all listed Companies including Jubilee Life Insurance Company Limited are required to pay dividends to the entitled Shareholders only through electronic mode directly in the bank account of the said Shareholders.

Keeping in view the mandatory requirement of Section 242 of the Act, all listed companies are advised to approach their Shareholders for obtaining electronic dividend mandate, update their bank account records and put a system in place, as all dividend payments with effect from November 01, 2017 shall be paid through electronic mode only. In this regards Company has already issued letters on October 6, 2017 to such Shareholders on their addresses available in Company's record through registered post.

In pursuance of the directives of SECP, Shareholders are advised to provide their dividend mandate with complete bank account details along with International Bank Account Numbers (IBANs) for payment of cash dividend directly in the bank accounts instead of issuance of physical Cash Dividend Warrants. In this regard the Shareholders may obtain Bank Mandate Form from the Company's website <https://jubileelife.com/wp-content/uploads/2016/06/Bank-Mandate-Form.pdf>.

The Shareholders are advised once again to submit referred form duly filled to the Share Registrar "Central Depository Company of Pakistan Limited" in case of physical holding and in case of CDC account/sub-account to Investor Account Services or to their Brokerage Firm as the case may be.

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