

HALLMARK INSURANCE COMPANY LIMITED

Hallmark Insurance Company Limited
 Suite # 1001, Uni Centre,
 10th Floor, I.I. Chundrigar Road,
 Karachi, Pakistan.
 Off: 021-32414419
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NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 32nd Annual General Meeting of the Shareholders of **HALLMARK INSURANCE COMPANY LIMITED** will be held on, Tuesday April 30, 2013 at 3:00 P.M. at the Registered Office of the Company at Office # 1001, Uni Centre, 10th Floor, I.I. Chundrigar Road, Karachi to transact the following business:

ORDINARY BUSINESS

- A. To confirm the minutes of 31st Annual General Meeting held on April 30, 2012.
- B. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended on December 31, 2012 together with the Directors' and Auditors' Reports thereon.
- C. To elect seven (7) Directors in accordance with the provision 178 of the Companies Ordinance, 1984.
- D. To appoint Auditors for the year 2013 and fix their remuneration.
- E. To transact any other business with the permission of the Chairman.

By Order of the Board



SECRETARY

Karachi: April 08, 2013

NOTES:

1. The following are the retiring Directors who being eligible have notified their intention to offer themselves for re-election as Directors:
 - i. Sheikh Humayun Sayeed, ii. Muhammad Adil (Chief Executive), iii. Muhammad Farrukh Bashir, iv. Saad Aftab Shamsi, v. Haris A. Shamsi, vi. Ahtesham Ashraf, vii. Naveed Hamid.
2. Every candidate for election as a Directors, whether he is a retiring Director or otherwise shall file with the Company not later than fourteen (14) clear days' before the date of Annual General Meeting a notice of his intention to offer himself for election as a Director along with the consent to serve as a Director in the prescribed Form 28, a detailed profile along with his/her relevant declarations as required under the Code of Corporate Governance to his appointment as Director of the Company.
3. A member entitled to attend and vote at the General Meeting is entitled to appoint another member as a proxy to attend and vote in respect of him. Forms of proxy must be deposited at the Company's Registered Office not later than 48 hours before the time appointed for the meeting.
4. The Share Transfer Books of the Company will be closed from April 23, 2013 to April 30, 2013 (both days inclusive). Transfers received in order by our Shares Registrar, F. D. Registrar Services (SMC-Private) Limited, 11th Floor, Trade Centre, I.I. Chundrigar Road, Karachi at the close of business on April 22, 2013 will be considered in time to attend and vote at the meeting and for the entitlement of Dividend.
5. Members are requested to communicate to our Shares Registrar of any change in their addresses.

Shareholders are requested to notify any change in their address immediately.