

# Reliance Insurance Company Ltd.

(Incorporated in Pakistan)


**Head Office :**

"Reliance Insurance House"  
181-A, Sindh Muslim Co-operative Housing Society,  
Karachi-74400, Pakistan. Tel: 34539415-17  
E-mail: reli-ins@cyber.net.pk Web Site : relianceins.com

P.O. Box No. : 13356  
GRAMS : TRUSTONUS  
Fax No. : 92-21-34539412

## NOTES

1. The Share Transfer Book of the company shall remain closed from April 22, 2011 to April 30, 2011 (both days inclusive). Transfer received in order at the office of the Registrar, M/s. C & K Management Associates (Pvt.) Ltd., Trade Tower, Abdullah Haroon Road, Karachi-75530 by the close of business on April 21, 2011 will be treated in time for the purpose to determine entitlement of Bonus Shares and to attend the meeting.
2. A member of the Company entitled to attend and vote may appoint any member as his/her proxy to attend and vote on his/her behalf. PROXIES MUST BE RECEIVED AT THE HEAD OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE MEETING.
3. 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.

### A. For Attending the Meeting:

- i) In case of individuals, the account holder or sub-account holder and/or person whose securities are in group account and their registration details are up-loaded as per the Regulations, shall authenticate his identity by showing his 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 (unless it has been provided earlier) at the time of the 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 details are uploaded as per the Regulations, shall submit the proxy form as per the above requirements.
- 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 passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- iv) The proxy shall produce his 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 of the nominee shall be submitted (unless it has been provided earlier) alongwith proxy form to the Company.

4. Shareholders are requested to inform the Company of any change in their address, if any immediately.

## STATEMENT UNDER SECTION 180 OF THE COMPANIES ORDINANCE 1984

### PERTAINING TO THE SPECIAL BUSINESS

The statement set out the material facts pertaining to the special business to be transacted at the Annual General Meeting of the Company to be held on April 30, 2011.

Your Directors have recommended the issue of Bonus Shares in the Proportion of 1 share for every 8 ordinary shares held on April 21, 2011. The Directors are interested in this business to the extent of their entitlement to Bonus Shares as Shareholders.