



THE UNIVERSAL INSURANCE CO. LTD.
HEAD OFFICE: UNIVERSAL INSURANCE HOUSE 63, SHAHRAH-E-QUAID-E-AZAM,
LAHORE - 54000, PAKISTAN. TEL: (92) 37333458, 37335626, 37334104, 37331878, 37331688
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NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 58th Annual General Meeting of the Shareholders of The Universal Insurance Company Limited will be held on Friday April 27, 2018 at 10:30 A.M. at the registered office of the Company at Universal Insurance House, 63-Shahrah-e-Quaid-e-Azam, Lahore to transact the following business:-

A. ORDINARY BUSINESS

1. To confirm the minutes of the Annual General Meeting held on April 28, 2017 at Lahore.
2. To receive, consider and adopt the audited accounts of the Company for the year ended December 31, 2017 and reports of the directors and auditors thereon.
3. To appoint auditors for the year 2018 and to fix their remuneration. The Board on recommendation of Audit Committee of the company has recommended the appointment of M/s. ShineWing Hameed Chaudhri & Co. Chartered Accountants as external auditor for the year 2018 being eligible, have offered themselves for re-appointment.

B. ANY OTHER BUSINESS

To transact any other business with the permission of the Chair.

By Order of the Board
(Liaqat Ali Shaukat)
Company Secretary

Dated: April 06, 2018

NOTES

1. The Share Transfer Books of the Company will remain closed from April 20, 2018 to April 27, 2018 (both days inclusive).
2. A member entitled to attend and vote at the meeting may appoint another member as his/ her proxy to attend and vote instead of him/ her. Proxies, in order to be effective, must be received at the Registered Office of the Company duly stamped, signed and witnessed not later than 48 hours before the meeting. A member shall not be entitled to appoint more than one proxy.
3. CDC shareholders are requested to bring their original CNIC card, Account, Sub account numbers and participant's Number in Central Depository Company (CDC) for identification purpose for attending the meeting. In case of Corporate entity, the Board of Director'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.
4. Shareholders are requested to immediately notify shares registrar of the company promptly of any change in their addresses, if any.
5. Members who have not yet submitted photocopies of their valid computerized national identity cards to the Company are requested to send the same at earliest directly to our share registrar M/s. Hameed Majeed Associates (Pvt) Ltd, 7- Bank Square, Lahore.
6. Form of proxy is appended to the annual report in both English and Urdu languages.
7. The audited financial statements of the company for the year ended December 31, 2017 have been placed on the company website www.uic.com.pk.
8. Members who desire to receive annual financial statements and notice of annual general meeting of the company through email in future are hereby requested to convey their consent to company secretary at email address info@uic.com.pk via email on a standard request form which is available on company website. It is the responsibility of the member to timely update of any change in their registered email address. Members can request a hard copy of Audited Financial Statements which shall be provided free of cost within seven days from the date of requisition.
9. Pursuant to SECP S.R.O. No. 43(1)/2016 dated January 22, 2016, the members can also exercise their right to vote through e-voting by giving their consent in writing at least 10 days before the date of meeting to the company on the appointment of Execution Officer by the intermediary as a Proxy.
10. Shareholders who could not collect their dividend / physical shares are advised to contact Shares department of the Company to collect / enquire about their unclaimed dividend or shares, if any. In compliance with Section 244 of the companies Act 2017, after having completed the stipulated procedure, all such dividend and shares outstanding for a period of three (3) years or more from the date due and payable shall be deposited to the credit of the Federal Government in case of unclaimed dividend and in case of shares, shall be delivered to the SECP.

11. Consent for Video Conference Facility

Pursuant to the provision to the Companies Act, 2017 the members can also avail video conference facility. In this regard please fill the following and submit at the registered address of the Company 07 days before holding the general meeting. If the company receives consent from members holding in aggregate 10% or more shareholding residing at a geographical location, to participate in the meeting, the company will arrange video conference facility in that city subject to availability of such facility in that city. The Company will intimate members regarding venue of video conference facility at least 5 days before the date of general meeting.

I/We _____ of _____ being a member of The Universal Insurance Co. Ltd., holder of _____ Ordinary Share(s) as per Folio No. _____ hereby opt for video conference facility at _____.

The Nation

