



## NOTICE OF THE 19<sup>TH</sup> ANNUAL GENERAL MEETING

Notice is hereby given that the 19<sup>th</sup> Annual General Meeting of the shareholders of Pak-Qatar General Takaful Limited (the Company) will be held on Wednesday, 30<sup>th</sup> April 2025 at 1600 hours at the Head Office of Pak-Qatar General Takaful Limited, Business Arcade, Block 6 P.E.C.H.S, Shahr-e-Faisal, Karachi.

### ORDINARY BUSINESS:

1. To confirm the minutes of Annual General Meeting of the Company held on 29<sup>th</sup> April 2024.
2. To receive, consider and approve the Audited Financial Statements for the year ended December 31, 2024 together with the Directors' and Auditors' Reports thereon.
3. To consider and approve the Dividend of 10% i.e. Rs. 1 per share, as recommended by the Board of Directors to shareholders for the year ended December 31, 2024.
4. To appoint External Auditors for the year ending 31 December 2025 and fix their remuneration. The Audit Committee and the Board of Directors have recommended the name of M/s Yousuf Adil (Chartered Accountants) for re-appointment as Statutory Auditors and Shariah Compliance Auditors.
5. To elect directors as fixed by the Board of directors in accordance with the provision of section 159 of the Companies Act, 2017 for three years. The names of retiring directors are as follows:

H.E. Sheikh Ali Bin Abdullah Al Thani	Mr. Abdul Basit Ahmed Al-Shaibei
Mr. Said Gul	Mr. Ali Ibrahim Al Abdul Ghani
Mr. Zahid Hussain Awan	Mr. Owais Ahmed Yusuf
Mr. M. Kamran Saleem	Mrs. Sameera Usman
Mr. Farrukh Viqaruddin Junaidy	

6. To transact any other business as may be placed before the Meeting with the permission of the Chair.

Muhammad Kamran Saleem  
Company Secretary

09 April 2025  
Karachi



**Notes:**

1. The Share transfer books of the Company shall remain closed from 24-04-2025 to 30-04-2025 (both days inclusive). Transfers received in order at Company's registered office at the close of business on 23-04-2025 will be treated in time for the purpose of attending the meeting.
2. Members are requested to notify/submit the following at registered office, if not earlier provided;
  - a) Change in their postal and/or email Addresses, if any.
  - b) Valid & legible photocopy of Computerized Nation Identity Cards (CNIC)/Passport for individuals and National Tax Number (NTN) for both Individuals & Corporate entities.
3. For attending the meeting: In case of individuals, the shareholder shall authenticate his/her original valid Computerized National Identity Card (CNIC) or the original Passport at the time of attending the meeting. 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.
4. 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. 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. A proxy must be a member of the Company.
5. For appointment of proxies: Proxies, in order to be effective, must be received by / lodged with the Company at its Registered Office, Business Arcade, Block 6, P.E.C.H.S, Shakra-e-Faisal, Karachi not less than 48 hours before the Meeting. In case of corporate entity, the Board of Directors' resolution/ power of attorney with the specimen signature of the nominee shall be produced (unless it has been provided earlier) at the time of meeting. The proxy shall produce his/her original CNIC or original passport at the time of the Meeting. (Proxy form is annexed herewith).
6. SECP through its Notification SRO 787 (I)/2014 dated September 08, 2014 has allowed the circulation of Audited Financial Statements along with Notice to members of the Company through e-mail. The Company is pleased to offer this facility to our valued members who desire to receive annual financial statements and notices through email in future. In this regard, all members of the Company who wish to opt this facility are requested to send their consent via email on a standard request form. The Company shall, however, provide hard copy of the Audited Financial Statements to its shareholders, on request, free of cost, within seven days of receipt of such request.
7. Pursuant to Section 223(7) of the Companies Act, 2017, the Company has placed the audited Annual Financial Statements of the Company for the year ended December 31, 2024 along with the report thereon on its website.
8. As per the provision of Section 244 of the Companies Act 2017, any shares issued or dividend declared by the Company which have remained unclaimed for a period of three years from the date on which it was due and payable are required to be deposited with the Commission for the credit of Federal Government after issuance of notice to the shareholders to file their claim. Shareholders are



requested to ensure that their claims for unclaimed dividend and shares are lodged timely. In case, no claim is lodged with the Company in the given time, the Company shall after publication a notice in newspaper proceed to deposit the unclaimed/ unpaid amount and shares with the Federal Government pursuant to the provision of Section 244(2) of the Companies Act 2017.

9. Demand a poll: Members can exercise their right to demand a poll subject to meeting requirements of Sections 143 and 144 of the Companies Act, 2017 and applicable clauses of the Companies (Postal Ballot) Regulations, 2018.
10. We hereby apprise the shareholders that SECP vide Circular No.19/2014 dated October 24, 2014, has directed companies to inform shareholders about changes made in the Section 150 of the Income Tax Ordinance. We hereby inform shareholders that Government of Pakistan through Finance Act has made certain amendments in Section 150 of the Income Tax Ordinance, 2001, whereby 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 @ 30% 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 @30% instead of 15%.

In the case of shares registered in the name of two or more shareholders, each joint-holder is to be treated individually as either a filer or non-filer and tax be deducted by the Company on the basis of shareholding of each joint-holder as may be notified to the Company in writing. 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 the Company at registered office, in writing as follow, before date of closing of share transfer book positively; otherwise it will be assumed that the shares are equally held by principal shareholder and joint holder(s) and divided, if any, declared by the Company will be accounted for accordingly.

Name	Folio No.	Total Shares	Principle Shareholder		Joint Shareholder	
			Name & CNC No.	Shareholding Proportion (No. of shares)	Name & CNC No.	Shareholding Proportion (No. of shares)

As per directives, the dividend warrants of the shareholders whose valid CNICs, are not available with the Share Registrar could be withheld. All shareholders are, therefore, advised to submit a photocopy of their valid CNICs immediately, if already not provided, at registered office of the Company.

Under the Zakat and Usher Laws, Zakat is deductible from the dividends at source and will be deposited within the prescribed period with the relevant authority. For exemption, shareholders will be required to submit Zakat declarations under Zakat and Usher Ordinance, 1980 and Rule 4 of Zakat (Deduction & Refund) Rules, 1981 CZ-50 Form at registered office of the Company. The shareholders while sending the Zakat Declarations must quote company name and their respective Folio No.



## Proxy Form

The Company Secretary  
Pak-Qatar General Takaful Limited  
Business Arcade, Block 6, P.E.C.H.S.,  
Main Shahra-e-Faisal, Karachi.

I/we \_\_\_\_\_ of \_\_\_\_\_, (full address) being the member(s) of Pak-Qatar General Takaful Limited and holder of \_\_\_\_\_ ordinary shares as per share register Folio No. \_\_\_\_\_ hereby appoint \_\_\_\_\_ of \_\_\_\_\_ (full address) or failing him/her \_\_\_\_\_ of \_\_\_\_\_ as my/our proxy to vote for me or us and on my/our behalf at the Annual General Meeting of the Company to be held on 30<sup>th</sup> April 2025 and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Signature of  
Member(s)

Witness 1:

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
CNIC / passport No.

Witness 2:

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
CNIC / passport No.

### Note:

A member entitled to attend and vote at the Annual General Meeting is entitled to appoint another member as proxy to attend, speak and vote instead of him/her.

The instrument appointing a proxy shall be in writing under the hand of the appointer or of his attorney duly authorized in writing, if the appointer is a corporation, under its common seal or the hand of an officer or attorney duly authorized. A proxy must be a member of the Company.

Proxies in order to be effective must be received by the Company at its registered office not less than 48 hours before the meeting.