



**NOTICE OF EXTRA-ORDINARY
GENERAL MEETING
ON MONDAY
JUNE 26, 2023**

Reliance Insurance Company Ltd.

Head Office : "Reliance Insurance House"

181-A, Sindhi Muslim Co-Operative Housing Society

Karachi-74400, Pakistan. Tel: 021-34539415-17

E-mail: info@relianceins.com Web Site: www.relianceins.com



NOTICE OF EXTRAORDINARY GENERAL MEETING

Notice is hereby given that an Extraordinary General Meeting ("EOGM") of the shareholders of Reliance Insurance Company Limited ("the Company") will be held on Monday, June 26, 2023, at 12:00 Noon at the Head Office of the Company situated at Reliance Insurance House, 181-A Sindhi Muslim Co-operative Housing Society near Mehdi Tower, Off: Shahrah-e-Faisal, Karachi, to transact the following business:

Ordinary Business:

1. To confirm the minutes of the 41st Annual General Meeting held on April 27, 2023.

Special Business:

2. To consider and, if thought fit, pass with or without modification, the following resolutions as special resolutions:

Resolved:

- 2.1 "that the authorized capital of the Company be and is hereby increased from Rs.750,000,000/- (Rupees seven hundred fifty million only) to Rs.1,000,000,000 (Rupees One billion only) by creation of 25,000,000 (twenty five million) new ordinary shares of Rs.10/- each."

Further Resolved:

- 2.2 "that the Memorandum and Articles of Association of the Company be and are hereby altered by substituting the figures and words of Rs.750,000,000 (Rupees seven hundred fifty million only) divided into 75,000,000 (Seventy five million) ordinary shares of Rs.10/- each appearing in Clause V of the Memorandum of Association and Article 4 of the Articles of Association with the words and figures of Rs.1,000,000,000 (Rupees one billion only) divided into 100,000,000 (one hundred million) ordinary shares of Rs.10/- each."

Further Resolved:

- 2.3 "that the ordinary shares when issued shall carry equal voting rights and rank pari passu with the existing ordinary shares of the Company in all respect / matters in conformity with the provisions of the Companies Act, 2017."

Further Resolved:

- 2.4 "that the Chief Executive Officer and Company Secretary be and are hereby authorized singly to do all acts, deeds and things, take any or all necessary actions to complete all legal formalities and to file requisite documents with the Registrar to effectuate and implement the aforesaid resolutions."

Other Business:

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



By Order of the Board

Ghulam Haider
Company Secretary

Karachi: June 03, 2023

NOTES:

1. Closure of Share Transfer Books

The shares transfer books of the Company will remain closed from June 20, 2023, to June 26, 2023 (both days inclusive). Transfers received in order at the office of our Share Registrar M/s. C&K Management Associates (Pvt) Ltd, 404-Trade Tower, Abdullah Haroon Road, Near Hotel Metropole, Karachi before the close of business on June 19, 2023, will be considered in time to attend and vote at the meeting.

2. Participation in EOGM

A member entitled to attend, speak and vote at the EOGM is entitled to appoint another member as a proxy to attend, speak and vote on his / her behalf. In the case of a corporate entity, being a member, may appoint as its proxy any of its officials or any other person, through Board Resolution / Power of Attorney. The instrument appointing proxy must be received at the Registered Office of the Company not less than 48 hours before the time of the meeting. A proxy form is also enclosed with this notice.

3. Guidelines for CDC Account Holders

CDC Account Holders will have to follow the guidelines below as laid down in Circular 1 dated January 26, 2000, issued by the Securities and Exchange Commission of Pakistan:

For Attending the Meeting

- a) In case of individual, the account holder and / or sub-account holder whose securities and their registration details are uploaded as per the CDC Regulations, shall authenticate his / her identity by showing his / her original Computerized National Identity Card ("CNIC") or original passport at the time of attending the EOGM.
- b) In the case of corporate entity, the Board of Directors' Resolution / Power of Attorney with specimen signature and attested copy of valid CNIC of the nominee shall be produced (unless it has been provided earlier) at the time of the Meeting.

For Appointing Proxies

- a) In case of individual, the account holder or sub-account holder whose securities and their registration details are uploaded as per the CDC Regulations, shall submit the proxy form as per above requirement.
- b) The proxy form shall be witnessed by two persons whose names, addresses and CNIC numbers shall be mentioned on the form.
- c) Attested copies of CNIC or the passport of the beneficial owners and the proxy shall be furnished with the proxy form.
- d) The proxy shall produce his / her original CNIC or original passport at the time of the EOGM.
- e) In case of corporate entity, the Board of Directors' Resolution / Power of Attorney with specimen signature and an attested copy of valid CNIC of the person nominated to represent and vote on behalf of the corporate entity, shall be submitted along with proxy form to the Company.

4. Change of Address

Members are requested to immediately inform the Company's Share Registrar of any change in their mailing address.

5. Voting

Members can exercise their right to poll through postal ballot subject to meeting of requirements of Section 143 to 145 of the Companies Act, 2017 and applicable clauses of Companies (Postal Ballot) Regulations, 2018.

6. Participation through video conferencing facility

The shareholders can now participate in the EOGM proceedings via video link also. Those members who are willing to attend and participate in the EOGM via video link are requested to register themselves by sending an email along with following particulars and valid copy of both sides of CNIC at ghulam.haider@relianceins.com with subject of 'Registration for EOGM' not less than 48 hours before the time of the meeting:

Name of Shareholder	CNIC No.	Folio No./ CDC Account No.	Cell No.	Email address

Members who will be registered, after necessary verification as per the above requirement, will be provided a password protected video link by the Company via email. The said link will remain open from 11:50 a.m. on the date of EOGM till the end of the meeting.

Statement under Section 134 (3) of the Companies Act, 2017 pertaining to the Special Business

This statement is annexed to the Notice of the EOGM of the Company to be held on June 26, 2023, at which certain special business is to be transacted. The purpose of this statement is to set forth the material facts concerning such special business mentioned as item No.2 of the agenda.

The current authorized share capital of the Company is Rs.750,000,000/- (Rupees seven hundred fifty million only) divided into 75,000,000 (seventy five million) ordinary shares of Rs.10/- each.

In order to facilitate increase in the paid-up share capital as and when required to do so, the Board of Directors has recommended that the authorized capital be increased from Rs.750,000,000/- to Rs.1,000,000,000/- by creation of additional 25,000,000 ordinary shares of Rs.10/- each. The proposed increase in the authorized share capital of the Company will also necessitate amendments in Clause V of the Memorandum of Association and Article 4 of the Articles of Association of the Company to reflect the increase in authorized share capital of the Company. For this purpose, a special resolution is required to be considered and approved in this meeting. The Directors are not interested in this business except as shareholders of the Company.

مختار نامہ (پراکسی فارم)

میں اہم _____ برائے _____ (نام) _____ (پتہ)

نخبیت شراکت دار ریلائنس انشورنس کمپنی لمیٹڈ موجودہ حصص

آرڈری حصص بطور ضمیر و تقرری کرتا کرتی ہوں کرتے ہیں _____ برائے _____ (نام) _____ (پتہ)

میری ہماری پراکسی کے طور پر میری/ہماری جانب سے کمپنی کے غیر معمولی اجلاس میں شرکت کرنے، بولنے اور ووٹ دینے کی، جو بروز پیر، مورخہ 26 جون 2023 کو منعقد ہوگی۔ اس میں کوئی تبدیلی لائی جائے۔

میرے/ہمارے طرف سے گواہان برطانیہ _____ مورخہ _____ 2023

(ریونیٹنگ چپاں کر کے
اس پر دستخط کریں)

گواہ کے دستخط ۲۰

گواہ کے دستخط

گواہ کا نام _____

گواہ کا نام _____

شناختی کارڈ نمبر

شناختی کارڈ نمبر

پتہ _____

پتہ _____

شراکت دار کا نام _____

جلی حروف میں نام _____

فولیو نمبر: _____

اہم نکات:

- 1- شراکت داروں سے التماس ہے کہ:
(ا) اوپر بتائی جگہ پر ریونیٹنگ چپاں کریں
(ب) کمپنی میں رجسٹرڈ کرائے ہوئے دستخط استعمال کریں
(ج) اپنا فولیو نمبر درج کریں
- 2- میٹنگ سے ۳۸ گھنٹے قبل پراکسی کا یہ فارم جو ہر لحاظ سے مکمل اور دستخط شدہ ہو کمپنی کے ہیڈ آفس بمقام 181/A ریلائنس انشورنس ہاؤس سندھی مسلم کواپریٹو ہاؤسنگ سوسائٹی کراچی میں جمع کر دیا جائے۔
- 3- کوائف میں کسی بھی قسم کی ترمیم کی صورت میں شراکت دار کے دستخط لازمی ہیں۔
- 4- یہ فارم ممبر یا اس کے انارنی کی جانب سے جسے تحریری طور پر اقتدار سزا دیا گیا ہو، کی جانب سے دستخط کیا جائے، اگر ممبر کوئی کارپوریشن ہے تو اس کی عام ممبر موجودہ ہونی چاہیے۔
- 5- ایسا ممبر جو میٹنگ میں شمولیت اور ووٹ دینے کا اہل ہے وہ کسی دوسرے نمبر کو اپنے اپنی پراکسی کے طور پر میٹنگ میں شمولیت اور ووٹ دینے کیلئے نامزد کر سکتا ہے۔
علاوہ ازیں کارپوریشن ایسے شخص کو نامزد کر سکتی ہے جو ممبر نہ ہو۔

برائے GDC اکاؤنٹ ہولڈرز/ کارپوریٹ ادارے:

مزید براں درج ذیل شراکت کو پورا کیا جائے:

- (i) پراکسی کیلئے وہ لوگوں نے گواہی دی ہو جن کے نام، پتہ اور شناختی کارڈ یا پاسپورٹ نمبر فارم پر درج ہوں۔
- (ii) پراکسی فارم کے ہمراہ مالکان کے شناختی کارڈ یا پاسپورٹ کی تصدیق شدہ نقول بھی دی جائیں۔
- (iii) پراکسی کو اپنا اصل شناختی کارڈ یا پاسپورٹ میٹنگ کے وقت دکھانا ہوگا۔

کارپوریٹ ادارے کی صورت میں بورڈ آف ڈائریکٹرز کی قرارداد/ پاور آف انارنی مع دستخط کے نمونے پراکسی فارم کے ہمراہ (اگر پہلے جمع نہ کرایا ہو) کمپنی میں جمع کرانی ہوگی۔



Reliance Insurance Company Ltd.

BALLOT PAPER FOR VOTING THROUGH POST

For poll to be held on Monday, June 26, 2023, at 12:00 Noon at the Head Office of the Company situated at Reliance Insurance House, 181-A Sindhi Muslim Co-operative Housing Society near Mehdi Tower, Off: Shahrah-e-Faisal, Karachi. The duly filled-in ballot paper may be sent to Chairman Reliance Insurance Company Ltd. Karachi.

Name of Shareholder / Joint shareholders	
Registered Address	
Number of shares held and folio number	
CNIC/Passport No. (in case of foreigner) (copy to be attached)	
Additional information and enclosures (In case of representation of body corporate, Corporation and Federal Government)	

I/we hereby exercise my/our vote in respect of the following special resolutions through postal ballot by conveying my/our assent or dissent to the resolutions by placing tick (✓) mark in the appropriate box below: (In case if both the boxes are marked as (✓), your poll shall be treated as "Rejected").

S. No.	Name and Description of Resolutions	I/We assent to the Resolution(s) (FOR)	I/We dissent to the Resolution(s) (AGAINST)
2	<p>Resolved: 2.1 "that the authorized capital of the Company be and is hereby increased from Rs.750,000,000/- (Rupees seven hundred fifty million only) to Rs.1,000,000,000 (Rupees One billion only) by creation of 25,000,000 (twenty five million) new ordinary shares of Rs.10/- each."</p> <p>Further Resolved: 2.2 "that the Memorandum and Articles of Association of the Company be and are hereby altered by substituting the figures and words of Rs.750,000,000 (Rupees seven hundred fifty million only) divided into 75,000,000 (Seventy five million) ordinary shares of Rs.10/- each appearing in Clause V of the Memorandum of Association and Article 4 of the Articles of Association with the words and figures of Rs.1,000,000,000 (Rupees one billion only) divided into 100,000,000 (one hundred million) ordinary shares of Rs.10/- each."</p> <p>Further Resolved: 2.3 "that the ordinary shares when issued shall carry equal voting rights and rank pari passu with the existing ordinary shares of the Company in all respect / matters in conformity with the provisions of the Companies Act, 2017."</p> <p>Further Resolved: 2.4 "that the Chief Executive Officer and Company Secretary be and are hereby authorized singly to do all acts, deeds and things, take any or all necessary actions to complete all legal formalities and to file requisite documents with the Registrar to effectuate and implement the aforesaid resolutions."</p>		

Shareholder / Proxy holder Signature/Authorized Signatory
(In case of corporate entity, please affix company stamp)

Place: _____ Date: _____

- Duly filled and signed original Postal Ballot Paper should be sent to the Chairman of Reliance Insurance Company Limited at Reliance Insurance House, 181-A Sindhi Muslim Co-operative Housing Society, Near Mehdi Tower, Off: Shahrah-e-Faisal, Karachi or a scanned copy of the original postal ballot to be emailed to ghulam.haider@relianceins.com
- Copy of CNIC/ Passport (in case of foreigner) should be enclosed with the Postal Ballot Form.
- Postal Ballot forms should reach the Chairman within business hours by or before Friday, June 23, 2023 during working hours. Any Postal Ballot received after this date, will not be considered for voting.
- Signature on Postal Ballot Paper should match with signature on CNIC/ Passport. (In case of foreigner).
- Incomplete, unsigned, incorrect, defaced, torn, mutilated, over written ballot poll papers will be rejected.
- In the case of a representative of body corporate, corporation or Federal Government, the Postal Ballot Paper Form must be accompanied by a copy of the CNIC of the authorized person, along with a duly attested copy of the Board Resolution, Power of Attorney or Authorization Letter along with the Proxy Form. In the case of foreign body corporate etc, all documents must be attested from Pakistan Embassy having jurisdiction over the member.
- Ballot Paper Form has also been placed on the website of the Company at: www.relianceins.com Members may download the Ballot paper from the website.