Notice of the 13th Annual General Meeting

Notice is hereby given that the 13th Annual General Meeting of Pak-Qatar Family Takaful Limited (the Company) will be held on Tuesday, 23rd April 2019 at 1500 hours at the Registered Office of the Company, to transact the following business:

**Ordinary Business:**

1. To confirm the minutes of 12th Annual General Meeting (AGM) of the Company held on 30th April 2018.

2. To receive, consider and approve the Audited Financial Statements for the year ended December 31, 2018 together with the Chairman's review, Directors' and Auditors' reports thereon.

3. To consider and approve the payment of Cash Dividend of 5% for the year ended December 31, 2018 as recommended by the Board of Directors to shareholders for the year ended December 31, 2018.

4. To elect eight directors of the company, as fixed by the board of directors, in accordance with the provision of section 159 of the Companies Act, 2017. The name of retiring directors are as follows:
   - Mr. Abdul Basit Ahmed Al Shaibei
   - Mr. Ali Ibrahim Al Abdul Ghani
   - Mr. Said Gul
   - Mr. Zahid Hussain Awan
   - Mr. Muhammad Owais Ansari
   - Mr. Farrukh Vaqaruddin Junaidy

5. To appoint External Auditors and fix their remuneration. The Audit Committee and the Board of Directors have recommended the name of M/s. EY Ford Rhodes (Chartered Accountants) for re-appointment as Statutory auditors and Shariah Compliance auditors.

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

By order of the Board

Muhammad Kamran Saleem
Company Secretary

03 April 2019
Karachi
Notes:
1. 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.

2. 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. Form of proxy must be deposited at the Company’s Registered Office not later than 48 hours before the time appointed for 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.

3. Members are requested to immediately notify/submit the following, if not earlier provided;
   - Change in their Addresses, if any.
   - Valid & legible photocopy of Computerized Nation Identity Cards (CNIC)/Passport for individuals and National Tax Number (NTN) for both Individuals & Corporate entities.

4. SECP through its Notification SRO 787 (I)/2014 dated September 8, 2014 has allowed the circulation of Audited Financial Statements along with Notice to members of the Company through e-mail. Therefore, all members of the Company who wish to opt this facility are requested to send their e-mail addresses. The consent form for electronic transmission could be downloaded from the Company’s website. 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.

5. Pursuant to Section 223(7) of the Companies Act, 2017, the Company has placed the Annual Financial Statements of the Company for the year ended December 31, 2018 along with the Directors’ and Auditors’ reports on its website: www.pakqatar.com.pk.

6. Members can also avail video conference facility, in this regard, please fill the following and submit to registered address of the Company [10] days before holding of the Annual 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 through video conference at least 10 days prior to date of the meeting, the Company will arrange video conference facility in the 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 the Annual General Meeting along with complete information necessary to enable them to access the facility.

   I/We, __________________of __________________, being a member of Pak-Qatar Family Takaful Limited, holder of _____________________ ordinary share(s) as per Registered Folio/CDC Account No. ___________________ hereby opt for video link facility at ____________________.

7. The Share Transfer Books of the Company shall remain closed from April 15, 2019 to April 22, 2019 (both days inclusive). Transfer received at the Share Registrar of the Company, by the close of business on April 15, 2019 will be treated in time.
8. Please further note that 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 @ 20% 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 @20% instead of 15%.

A valid tax exemption certificate is necessary for exemption from the deduction of withholding tax under Section 150 of the Income Tax Ordinance, 2001. Members who qualify under Income Tax Ordinance, 2001 and wish to seek exemption must provide a copy of their valid tax exemption certificate to the Company prior to the date of book closure otherwise tax will be deducted according to applicable law.

9. Under section 242 of Companies Act, 2017, Companies requires to pay cash dividend to its shareholders through electronic mode directly into the bank account designated by the entitled shareholders.

In order to receive dividend directly into their bank account, shareholders are requested (if not already provided) to fill in Bank Mandate Form for Electronic Credit of Cash Dividend available on the Company's website and send it duly signed along with a copy of CNIC/Passport to the registered office of the Company.

10. The un-initialed Financial Statements for the year ended 31 December 2018 prepared in accordance with the New Accounting Format as prescribed by SECP via SRO 88(I)/2017 with modification as necessary for Takaful Rules 2012 are also enclosed herewith for members’ better understanding, clarity & decision making. Furthermore, for significant area, the reconciliation of two separate statements is also provided. The members can observe that there has been be no effect on financial results, contribution/claim/retakaful figures, operating results, profit before & after tax, EPS, Balance sheet footing & basis for decision making of members.