



Hallmark Company Limited  
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Head of Department  
Enforcement  
Securities and Exchange Commission of Pakistan  
7<sup>th</sup> Floor, NIC Building  
Jinnah Avenue  
Blue Area  
Islamabad

September 30, 2020  
Our Ref: HCL-C-0062020

Dear Sir,

**APPLICATION FOR EXTENSION OF 30 DAYS IN HOLDING OF ANNUAL GENERAL MEETING FOR THE YEAR ENDED JUNE 30, 2020**

We are writing to apply to the Commission for granting extension of 30 days time to the **Hallmark Company Limited** for holding its Annual General Meeting for the year ended June 30, 2020 and to present therein audited financial statements for the same financial year. This application is made under section 132(1), section 223(2) of the Companies Act, 2017 and Regulation 27 of the Companies (General Provisions and Forms) Regulations, 2018.

The required particulars are as under:

- i. Company's Registration No. 0009011
- ii. Last Annual General Meeting held was 40<sup>th</sup> Annual General Meeting held on July 30, 2019 for the financial year ended June 30, 2019.
- iii. The audited financial statements presented in the 40<sup>th</sup> Annual General Meeting were for financial year ended on June 30, 2019.
- iv. The date up to which the Annual General Meeting is required to be held under the rules is October 28, 2020 and the audited financial statements required to be presented are of financial year ended on June 30, 2020.

**Reason for extension**

The reasons which have compelled the Company to seek extension are given below:

- 1- Public offer for acquiring controlling shares and controls of the Company has been completed recently under the Listed Companies (Substantial Acquisition of Voting Shares and Takeover) Regulations, 2017. Shares have been transferred in the name of acquirer in the month of September and after transfer of shares, acquirer is intended to hold election of directors in upcoming Annual General Meeting. They are in process of arranging required number of

directors and independent directors in accordance with the Listed Companies (Code of Corporate Governance) Regulations, 2019.

For this process, is taking some time and it is expected that related compliance for holding election and issue of its notice under provisions of Companies Act, 2017 would not be possible if Annual General Meeting is held in the month of October, 2020.

- 2- The audit of financial statements of the Company for the year ended June 30, 2020 is under progress as it was commenced late, because of the impact of COVID-19 and recent involvement of staff in the process of takeover process. Furthermore, the company is making efforts to fulfill the requirements of auditors so that audit could be completed as early as possible.

In view of the above reasons, we believe that our audit for the year ended June 30, 2020 and arrangement of eligible directors shall be completed by the first week of November, 2020 and, therefore, we shall be obliged if our Company is permitted to hold the Annual General Meeting by max November 27, 2020 due to 21 days notice period, for the general meetings.

Since the financial statements for the year ended June 30, 2020 will be adopted in Annual General Meeting in November, 2020, the financial statements for the first quarter ending September 30, 2020 will also be finalized in due course. Therefore, together with extension in Annual General Meeting, we do also request the honorable Commission to grant us 30 days extension (i.e. up-to November 30, 2020) in publishing the condensed interim financial statements for the first quarter ended on September 30, 2020 as well.

We shall be very grateful if the above circumstances are considered and extension for holding of the Annual General Meeting and publication of financial statements of the first quarter, is granted to the Company.

Thanking you

Yours sincerely,



Mrs. Kishwar Parveen  
Company Secretary  
Hallmark Company Limited

- Encl: 1- Auditors' certificate, confirming status of audit of the financial statements  
2- Copy of last year's printed annual report  
3- Affidavit of Chief Executive  
4- Paid challan of Rs. 15,000