



## **NOTICE OF ANNUAL GENERAL MEETING**

If undelivered please return to:

**Jubilee General Insurance Company Limited**

Registered Office: 2nd floor, Jubilee Insurance House  
I.I. Chundrigar Road, Karachi 74000 Pakistan

# NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 73rd Annual General Meeting (AGM) of Jubilee General Insurance Company Limited (the Company) will be held on Tuesday, March 31, 2026 at 9:00 a.m. physically at the registered office of the Company situated at Jubilee Insurance House, I.I. Chundrigar Road, Karachi, and through electronic means via Zoom video link facility to transact the following business:

## ORDINARY BUSINESS

1. To receive, consider and adopt the annual audited financial statements of the Company for the year ended December 31, 2025 together with the Auditor's and Directors' Report thereon.

Pursuant to SRO 389(1)/2023 dated 21 March 2023, the financial statements of the Company have been uploaded on the website of the Company which can be accessed on the given QR code.



2. To consider and approve the payment of final cash dividend of PKR 6/- per ordinary share of Rs.10/- each i.e. 60%, for the year ended December 31, 2025, as recommended by the Board of Directors of the Company.
3. To appoint Auditors of the Company for the year ending December 31, 2026, and to fix their remuneration. The present Auditors M/s. KPMG Taseer Hadi & Company, Chartered Accountants, being eligible, have offered themselves for reappointment.

By Order of the Board

**Imran Chagani**  
Company Secretary

Karachi : February 26, 2026

## PARTICIPATION IN ANNUAL GENERAL MEETING

In light of relevant guidelines issued by Securities and Exchange Commission of Pakistan ("SECP") vide Directive No. SMD/SE/2/(20)/2021/117 dated December 15, 2021, the members are encouraged to participate in the general meetings through electronic facility organised by the Company.

### A. ATTENDING MEETING THROUGH ELECTRONIC MEANS

To attend the AGM online through electronic means the members are requested to get themselves registered with the Company Secretary office by March 30, 2026, not later than 5:00 PM at [company.secretary@jubileegeneral.com.pk](mailto:company.secretary@jubileegeneral.com.pk) by providing the following details:

| Name of Shareholder | CNIC No. | Folio / CDS No. | Cell No. | Email address |
|---------------------|----------|-----------------|----------|---------------|
|                     |          |                 |          |               |

The login facility will be opened 15 minutes before the meeting time to enable the participants to join the meeting after identification process. Shareholders will be able to login and participate in the AGM proceedings through their devices after completing all the formalities required for the identification and verification of the shareholders.

### B. ATTENDING MEETING PHYSICALLY

Physical meeting arrangements for shareholders have been made at the Registered Office of the Company situated at Jubilee Insurance House, I. I. Chundrigar Road, Karachi.

## C. ATTENDING MEETING THROUGH PROXIES

- I. A member entitled to attend and vote at the meeting may appoint another member as his/her proxy to attend, speak and vote at the meeting on his/her behalf.
- II. The proxy forms must be completed in all respects and to be effective must be deposited at the Registered Office of the Company not later than 48 hours before the AGM.
- III. For attending the AGM and appointing proxies, the CDC Account Holders will further have to follow the guidelines as laid down in Circular No. 1 of 2000 dated January 26, 2000, issued by the Securities and Exchange Commission of Pakistan (SECP). The rights of members and their proxies exercisable during meetings and all other relevant information are listed under Section 137 of the Companies Act 2017, which can be easily accessed on the Securities and Exchange Commission of Pakistan (SECP) website.
- IV. For attending the AGM through electronic means (Zoom), proxy form should be submitted along with proxy holders' email address and mobile number.

## NOTES:

1. The Share Transfer Books of the Company will remain closed from March 25, 2026 to March 31, 2026 (both days inclusive) for the purpose of determining the entitlement for the payment of final cash dividend. Transfer received by the Share Registrar of the Company M/s. THK Associates (Pvt.) Limited, Plot No. 32-C, Jami Commercial Street 2, D.H.A., Phase VII, Karachi at the close of business on March 24, 2026, will be treated in time for the purpose of Cash Dividend entitlement to the transferees.
2. Any company or other body corporate which is a member of the Company may, by resolution of its directors or appropriate governing body, authorise an individual to function as its representatives at the meeting and the person so authorised shall be entitled to exercise the same powers on behalf of the corporation which they represent.
3. Members are requested to immediately inform the Share Registrar of any change in their addresses.
4. In accordance with the provisions of Section 242 of the Companies Act, 2017, it is mandatory for a listed company to pay cash dividend to the shareholders only through electronic mode i.e. directly into the bank account designated by the entitled shareholders. Please note that if bank account details (IBAN) as per prescribed format have not been provided by the shareholders to their Share Registrar, their broker (participant) or CDC IAS, the Company would be constrained to act in accordance with the provisions of the law and withhold the cash dividend.
5. As per the provisions of Section 244 of the Companies Act, 2017, any shares issued or dividend declared by the Company which have remained unclaimed/unpaid for a period of three years from the date on which it was due and payable required to be deposited with SECP for the credit of Federal Government after issuance of notices to the shareholders to file their claim. Shareholders are requested to ensure that their claims for unclaimed dividend and shares are lodged promptly.
6. All those shareholders possessing physical shares are requested to submit a photocopy of their valid CNIC along with Folio Number at the earliest, directly to Company's Share Registrar. In case of non-submission of CNIC copy, dividend warrants may be withheld. Corporate entities are also requested to submit their NTN certificate to Company's Share Registrar.
7. Members are requested to submit declaration as per Zakat & Usher Ordinance, 1980 for Zakat exemption to Company's Share Registrar.
8. As per SRO 787(1)/2014 dated September 8, 2014 issued by SECP, members have option to receive Annual Audited Financial Statements and Notice of General Meeting through email. Members can give their consent in this regard on prescribed format to Company's Shares Registrar. Hard Copy of Audited Financial Statements can be provided free of cost within seven days of receipt of such request.
9. As per Section 150 of the Income Tax Ordinance, 2001 withholding tax on dividend will be deducted for filer and non-filer of income tax returns at 15% and 30% respectively. According to FBR, withholding tax in case of joint accounts will be determined separately based on the filer and non-filer status of the principal and joint shareholder(s) based on their shareholding proportions.

**Members that hold shares with joint shareholders are requested to provide the shareholding proportions of the principal and joint shareholder(s) in respect of shares held by them to the Share Registrar in writing by March 24, 2026. In case the required information is not provided, it will be assumed that the shares are held in equal proportion by the principal and joint shareholders.**

### **Address of the Share Registrar of the Company.**

THK Associates (Private) Limited  
Plot No.32-C, Jami Commercial Street 2, D.H.A., Phase VII, Karachi-75500

## Status of Previous Approvals for Investment in Associated Companies

### A. Jubilee General Insurance (Conventional)

- A1. Approval granted by the shareholders in the 72nd Annual General Meeting (AGM) of the Company held on April 25, 2025, in respect of investment in associated companies, amount and reasons for investing/not investing in the ordinary shares of the associated companies.

|   | Name of Associated companies                    | Investment Approved | Investment Made till January 29, 2026 | Reasons for investing/not investing in the approved script |
|---|---|---------------------|---------------------------------------|--|
|   |   | Rupees in million   |                                       |  |
| A | Cherat Packaging Limited (CPPL)                 | 300                 | Nil                                   | Volatility in stock prices                                 |
| B | Cherat Cement Company (CHCC)                    | 300                 | 31.8                                  | Attractive valuation                                       |
| C | Crescent Steel & Allied Products Limited (CSAP) | 300                 | 91.0                                  | Attractive valuation                                       |
| D | Indus Motor Company Limited (INDU)              | 300                 | Nil                                   | Volatility in stock prices                                 |
| E | Pakistan Cables Limited (PCAL)                  | 300                 | Nil                                   | Volatility in stock prices                                 |
| F | Meezan Bank Limited (MEBL)                      | 300                 | Nil                                   | Volatility in stock prices                                 |
| G | International Steels Limited (ISL)              | 300                 | 99.7                                  | Attractive valuation                                       |
|   | <b>Total</b>                                    | <b>2,100</b>        | <b>222.5</b>                          |  |

- A2. The period in which the investment is to be made as approved by the shareholders is up to April 25, 2028.

### B. Jubilee General Window Takaful Operations (Operators' Fund)

- B1. Approval granted by the shareholders in the 72nd Annual General Meeting (AGM) of the Company held on April 25, 2025, in respect of investment in associated companies, amount and reasons for investing/not investing in the ordinary shares of the associated companies.

|   | Name of Associated companies                    | Investment Approved | Investment Made till January 29, 2026 | Reasons for investing/not investing in the approved script |
|---|---|---------------------|---------------------------------------|--|
|   |   | Rupees in million   |                                       |  |
| A | Cherat Packaging Limited (CPPL)                 | 10                  | Nil                                   | Volatility in stock prices                                 |
| B | Cherat Cement Company (CHCC)                    | 10                  | 1.6                                   | Attractive valuation                                       |
| C | Crescent Steel & Allied Products Limited (CSAP) | 10                  | 6.2                                   | Attractive valuation                                       |
| D | Pakistan Cables Limited (PCAL)                  | 10                  | Nil                                   | Volatility in stock prices                                 |
| E | Meezan Bank Limited (MEBL)                      | 10                  | 2.5                                   | Attractive valuation                                       |
| F | International Steels Limited (ISL)              | 10                  | Nil                                   | Volatility in stock prices                                 |
|   | <b>Total</b>                                    | <b>60</b>           | <b>10.3</b>                           |  |

- B2. The period in which the investment is to be made as approved by the shareholders is up to April 25, 2028.

## C. Jubilee General Window Takaful Operations (Participants' Fund)

- C1. Approval granted by the shareholders in the 72nd Annual General Meeting (AGM) of the Company held on April 25, 2025, in respect of investment in associated companies, amount and reasons for investing/not investing in the ordinary shares of the associated companies.

|   | Name of Associated companies                    | Investment Approved | Investment Made till January 29, 2026 | Reasons for investing/not investing in the approved script |
|---|---|---------------------|---------------------------------------|--|
|   |   | Rupees in million   |                                       |  |
| A | Cherat Packaging Limited (CPPL)                 | 12                  | Nil                                   | Volatility in stock prices                                 |
| B | Cherat Cement Company (CHCC)                    | 12                  | 3.2                                   | Attractive valuation                                       |
| C | Crescent Steel & Allied Products Limited (CSAP) | 12                  | 7.8                                   | Attractive valuation                                       |
| D | Pakistan Cables Limited (PCAL)                  | 12                  | Nil                                   | Volatility in stock prices                                 |
| E | Meezan Bank Limited (MEBL)                      | 12                  | 7.7                                   | Attractive valuation                                       |
| F | International Steels Limited (ISL)              | 12                  | Nil                                   | Volatility in stock prices                                 |
|   | <b>Total</b>                                    | <b>72</b>           | <b>18.7</b>                           |  |

- C2. The period in which the investment is to be made as approved by the shareholders is up to April 25, 2028.

## Material Change in the Financial Statements of above Associated Companies since April 25, 2025

### 1. Breakup value of securities based on latest audited financial statements.

| Name of Listed Securities                       | Break-up value as at June 30, 2025 |
|---|------------------------------------|
|   | (Amount in Rupees)                 |
| Cherat Packaging Limited (CPPL)                 | 182.42                             |
| Cherat Cement Company (CHCC)                    | 171.43                             |
| Crescent Steel & Allied Products Limited (CSAP) | 112.80                             |
| Indus Motor Company Limited (INDU)              | 979.04                             |
| Pakistan Cables Limited (PCAL)                  | 174.12                             |
| Meezan Bank Limited (MEBL) *                    | 155.10                             |
| International Steels Limited (ISL)              | 57.73                              |

\* Breakup value as at December 31, 2025

## 2. Earnings/(loss) per share for the last three years

| Name of Listed Securities                       | Earnings/(Loss) per share |        |        |
|---|---------------------------|--------|--------|
|   | (Amount in Rupees)        |        |        |
|   | 2023                      | 2024   | 2025   |
| Cherat Packaging Limited (CPPL)                 | 18.50                     | 18.04  | 7.26   |
| Cherat Cement Company (CHCC)                    | 22.67                     | 28.31  | 44.68  |
| Crescent Steel & Allied Products Limited (CSAP) | 2.28                      | 20.69  | 17.30  |
| Indus Motor Company Limited (INDU)              | 122.96                    | 191.76 | 292.74 |
| Pakistan Cables Limited (PCAL)                  | 14.62                     | 4.42   | (5.15) |
| Meezan Bank Limited (MEBL)                      | 47.18                     | 56.62  | 49.54  |
| International Steels Limited (ISL)              | 8.09                      | 8.40   | 3.58   |

## 3. Break-up value of securities intended to be acquired on the basis of latest audited financial statements.

Average Market Price of the shares from April 21, 2025, to December 31, 2025

| Name of Listed Securities                       | Average Market Price |
|---|----------------------|
|   | (Amount in Rupees)   |
| Cherat Packaging Limited (CPPL)                 | 108.42               |
| Cherat Cement Company (CHCC)                    | 314.66               |
| Crescent Steel & Allied Products Limited (CSAP) | 107.48               |
| Indus Motor Company Limited (INDU)              | 2,045.41             |
| Pakistan Cables Limited (PCAL)                  | 176.05               |
| Meezan Bank Limited (MEBL)                      | 379.08               |
| International Steels Limited (ISL)              | 98.75                |

## E-Dividend Mandate Form

According to Section 242 of Companies Act, 2017 and Circular No.18/2017 dated August 1, 2017 issued by Securities and Exchange Commission of Pakistan (SECP), from November 1, 2017 all listed companies are to pay dividend only through electronic mode directly into the bank accounts designated by the entitled shareholders.

In view of above, Shareholder(s) are advised to provide their complete bank account / IBAN detail as per format given below required under clause 7,8 and 9 (ii) of the Companies (Distribution of Dividends) Regulations, 2017 issued under S.R.O.1145 (I) I 2017 dated November 06, 2017 by SECP enabling us to comply with the above Section/Circular.

For physical Shareholder(s):                    THK Associates (Pvt) Limited, Plot No. 32-C Jami Commercial Street 2, DHA, Phase VII, Karachi-75500, Pakistan.

For CDC Account holder(s)                    In case of CDC account holder I Sub-account holder, please provide said details to CDC I to respective member Stock Exchange.

Company Secretary

### E-Dividend Mandate Details

It is requested that all my cash Dividend amounts declared by the Company may be credited into the following bank account:

|   |  |
|---|--|
| Folio Number I CDC Participants ID A/c No.  |  |
| Name of Shareholder(s)  |  |
| Title of the Bank Account   |  |
| Bank Account Number (Complete) I IBAN   |  |
| Bank's Name, Branch Name, Branch Code and Address                                 |  |
| Cell Number   |  |
| Landline Number, if any   |  |
| Email Address   |  |
| CNIC Number/<br>Passport Number (in case of foreign Shareholder)<br>(attach copy) |  |

It is stated that the above mentioned information is correct, that I will intimate the changes in the above mentioned information to the Company and the concerned Share Registrar/Participant/CDC Investor Account Services as soon as these occur.

\_\_\_\_\_  
Signature of Shareholder  
(Please affix company stamp in case of a corporate entity)

**NOTES:**

Please provide complete IBAN, after checking with your concerned bank branch to enable electronic credit directly into your bank account.

The payment of cash dividend will be processed on the basis of the IBAN alone. Jubilee General Insurance is entitled to rely on the IBAN information as per your instructions (provided by you). The Company shall not be responsible for any loss, damage, liability or claim arising, directly or indirectly, from any error, delay or failure in performance of any of its obligations hereunder which is caused by incorrect payment instructions and /or due to any event beyond the control of the Company.

## ای ڈیوٹیڈ میٹریٹ فارم

کمپنیز ایکٹ، 2017 کی شق 242 اور سیورٹیز اینڈ ایڈجسٹمنٹ کمیشن آف پاکستان کے سرکلر نمبر 18/2017 بتاریخ یکم اگست، 2017 کے ذریعے تمام لسٹڈ کمپنیوں کو ہدایت کی گئی ہے کہ یکم نومبر، 2017 کے بعد سے ادا ہونے والے ڈیوٹیڈ رقم الیکٹرانک طریقہ کار سے براہ راست شیئر ہولڈرز کی طرف سے فراہم کردہ بینک اکاؤنٹ میں منتقل کی جائے۔

درج بالا ہدایات کے پیش نظر، آپ سے گزارش کی جاتی ہے کہ اپنے مکمل ”انٹرنیشنل بینک اکاؤنٹ نمبر (IBAN)“ کی تفصیل درج ذیل نمونہ کے مطابق کمپنی کو فراہم کریں۔ جس کی ہدایت 6 نومبر، 2017 کو SECP نے جاری کردہ SRO 1145(I)/2017 میں Companies (Distribution of Dividends) Regulations, 2017 کی شق 7 اور 8(ii) کے مطابق کی ہے، تاکہ ہم درج بالا شق پر عمل پیرا ہو سکیں۔ سی ڈی سی اکاؤنٹ ہولڈر/سب اکاؤنٹ ہولڈر یہ تفصیل متعلقہ ممبر اسٹاک ایکسچینج کو مہیا کریں۔

فریکل شیئر ہولڈرز کے لئے: نی ایچ کے ایسوسی ایٹس (پرائیویٹ) لمیٹڈ، بلاٹ نمبر-32، جامی کمرشل اسٹریٹ 2، ڈی ایچ اے، فیڑ VII، کراچی-75500، پاکستان  
سی ڈی سی اکاؤنٹ ہولڈرز کے لئے: اگر آپ سی ڈی سی اکاؤنٹ ہولڈر/سب اکاؤنٹ ہولڈر ہیں تو برائے مہربانی نیچے دی گئی تفصیلات سی ڈی سی/اسٹاک ایکسچینج کے معزز ممبر کو فراہم کریں۔

کمپنی سیکریٹری

ای ڈیوٹیڈ میٹریٹ کی تفصیل:

درخواست کی جاتی ہے کہ کمپنی کی جانب سے اعلان کردہ میرے ڈیوٹیڈ رقم مندرجہ ذیل بینک اکاؤنٹ میں منتقل کی جائے:

|   |  |
|---|--|
| فولیو نمبر/سی ڈی سی پائڈ کٹینس آئی ڈی نمبر:   |  |
| شیئر ہولڈر کا نام:  |  |
| بینک اکاؤنٹ جس نام سے ہے:   |  |
| مکمل بینک اکاؤنٹ نمبر (IBAN):   |  |
| بینک کا نام، برانچ کا نام، کوڈ اور پتہ:   |  |
| موبائل نمبر:  |  |
| فون نمبر (اگر ہے):  |  |
| ای میل:   |  |
| کمپیوٹرائزڈ شناختی کارڈ نمبر/<br>پاسپورٹ نمبر (اگر غیر ملکی شیئر ہولڈر ہو تو)<br>(کاپی منسلک کریں): |  |

بیان کیا جاتا ہے کہ درج بالا معلومات درست ہیں، اور یہ کہ میں درج بالا معلومات میں کوئی بھی تبدیلی واقع ہونے کی صورت میں کمپنی اور متعلقہ شیئر رجسٹرار پارٹنیشنٹ آئی ڈی سی انویسٹرا کاؤنٹ رومر کو فوری طور پر مطلع کروں گا/گی۔

### دستیخط شیئر ہولڈر

(برائے مہربانی کارپورٹ ادارے کی صورت میں کمپنی کی ہر شہت کریں)

نوٹ: برائے مہربانی اپنے اکاؤنٹ میں براہ راست الیکٹرانک کریڈٹ کا اہل بننے کے لئے اپنا مکمل IBAN، اپنی متعلقہ بینک برانچ سے تصدیق کے بعد فراہم کریں۔

نقد ڈیوٹیڈ رقم کی کارروائی صرف IBAN کی بنیاد پر ہی کی جائے گی۔ **جنرل انفورمیشن** کو صرف آپ کی ہدایات کے مطابق IBAN کی (آپ کی جانب سے فراہم کردہ) معلومات پر انحصار کرنے کا اختیار ہے۔ کمپنی اس معاہدہ کے تحت اپنی کسی بھی ذمہ داری کی ادائیگی میں غلطی یا تاخیر یا ناکامی کی وجہ سے باواسطہ یا واسطہ ہونے والے کسی بھی ضرر نقصان، ذمہ داری یا دعویٰ کے لئے جوابدہ نہیں ہوگا اگر یہ آپ کی جانب سے ادائیگی کی غلط ہدایات اور لیا بینک کے کنٹرول سے باہر کسی واقعہ کی وجہ سے پیش آئے ہوں۔

# PROXY FORM

JUBILEE GENERAL INSURANCE COMPANY LIMITED  
JUBILEE INSURANCE HOUSE  
I.I. CHUNDRIGAR ROAD,  
KARACHI

I/We \_\_\_\_\_ of \_\_\_\_\_  
being a member(s) of Jubilee General Insurance Company Limited and a holder of \_\_\_\_\_  
ordinary shares, as per Share Register Folio No. \_\_\_\_\_ and/or CDC  
Participant I.D. No. \_\_\_\_\_ and Sub Account No. \_\_\_\_\_  
hereby appoint \_\_\_\_\_ of \_\_\_\_\_  
(Name)

who is also member of Jubilee General Insurance Company Limited, as my/our proxy to vote for me/us  
and on my/our behalf at the Annual General Meeting of the Company to be held on March 31, 2026 at 9:00  
a.m. and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

## WITNESS

- Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_
- Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Signature

Revenue  
Stamp

## Note:

- Signature should agree with the specimen signature registered with the Company.
- The Proxy Form must be deposited at the Registered Office of the Company not later than 48 hours before the time of holding the AGM.
- No person shall act as proxy unless he/she is a member of the Company.
- CDC Shareholders and their proxies are each requested to attach an attested Photocopy of their Computerised National Identity Card or Passport with this proxy form before submission to the Company.

## مختار نامہ (پراسی فارم)

جوبلی ہزرل انشورنس کمپنی لمیٹڈ  
جوبلی انشورنس ہاؤس  
آئی آئی چندریگر روڈ  
کراچی۔

میں / ہم \_\_\_\_\_ ساکن \_\_\_\_\_ بحیثیت رکن  
جوبلی ہزرل انشورنس کمپنی لمیٹڈ اور حامل \_\_\_\_\_ حصص۔ برطانیہ شہر رجسٹرڈ فو نمبر \_\_\_\_\_ اور / یا سی ڈی سی پارٹنرسہیپٹ (شرکت)  
آئی ڈی نمبر \_\_\_\_\_ اور سب اکاؤنٹ (ذیلی کھاتہ) نمبر \_\_\_\_\_  
محترم / محترمہ \_\_\_\_\_ ساکن \_\_\_\_\_

۳۱ مارچ، ۲۰۲۶، صبح ۹:۰۰ بجے منعقد ہونے والے کمپنی کے سالانہ اجلاس عام میں حق رائے دہی استعمال کرنے یا کسی بھی التواء میں اپنا / ہمارا بطور مختار (پراسی) مقرر کرتا ہوں / کرتے ہیں۔

آج بروز \_\_\_\_\_ بتاریخ \_\_\_\_\_ ۲۰۲۶، کو دستخط کئے گئے۔  
گواہان:

۱۔ دستخط: \_\_\_\_\_

نام: \_\_\_\_\_

پتہ: \_\_\_\_\_

کمپیوٹرائزڈ شناختی کارڈ یا پاسپورٹ نمبر: \_\_\_\_\_

۲۔ دستخط: \_\_\_\_\_

نام: \_\_\_\_\_

پتہ: \_\_\_\_\_

کمپیوٹرائزڈ شناختی کارڈ یا پاسپورٹ نمبر: \_\_\_\_\_

### نوٹ:

- ۱۔ دستخط کمپنی کے پاس پہلے سے محفوظ۔ دستخطی نمونے کے مطابق ہونے ضروری ہیں۔
- ۲۔ یہ پراسی فارم مکمل پر شدہ کمپنی کے رجسٹرڈ آفس میں میٹنگ سے ۴۸ گھنٹے قبل جمع کرایا جانا لازمی ہے۔
- ۳۔ ضروری ہے کہ پراسی جس کو دی جائے وہ بھی کمپنی کا ممبر ہو۔
- ۴۔ CDC میں اکاؤنٹ رکھنے والے کارپوریٹ ممبران کیلئے مندرجہ بالا کے علاوہ درج ذیل شرائط کو پورا کرنا بھی ضروری ہے۔  
ا۔ پراسی جس کے حق میں ہوا اس کا شناختی کارڈ یا پاسپورٹ کی ایک تصدیق شدہ نقل پراسی کے ساتھ لگائی جائے۔  
ب۔ پراسی اجلاس میں شریک ہوتے وقت اصل شناختی کارڈ یا پاسپورٹ پیش کرے۔

ریونیو اسٹیٹ