

## Information for Shareholders

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### Registered Office

5 FC.C. Ground Floor, Syed  
Maratib Ali Road, Gulberg,  
Lahore.  
Tel.: (042) - 5753414-16, 5710597  
Fax: (042) - 5762790

### Shares Registrar

Noble Computer Services (Pvt.) Limited  
2nd Floor, Sohni Centre, BS 5 & 6  
Main Karimabad, Block- 4, Federal B. Area  
Karachi - 75950  
Tel.: (021) - 6801880 (3 lines)  
Fax: (021) - 6801129  
E-mail: [nctl@noble-computers.com](mailto:nctl@noble-computers.com)

### Listing on Stock Exchanges

Shares of IGI Investment Bank Limited ("IGIIB") are quoted on the Karachi and Lahore Stock Exchanges.

### Listing Fees

The stock code for dealing in shares of IGI Investment Bank at the Stock Exchanges is IGIBL.

### Shares Registrar

IGI Investment Bank's shares department is operated by Noble Computer Services (Pvt.) Limited and services over 2581 shareholders. It is managed by a well-experienced team of professionals and is equipped with the necessary infrastructure in terms of computer facilities and comprehensive set of systems and procedures for conducting the Registration function.

The Shares Registrar has online connectivity with Central Depository Company of Pakistan Limited. It undertakes activities pertaining to dematerialisation of shares, share transfers, transmissions, issue of duplicate/re-validated dividend warrants, issue of duplicate/ replaced share certificates, change of addresses and other related matters.

For assistance, shareholders may contact either the Registered Office or the Shares Registrar.

Contact persons:

Ms. Saira Shaikh  
Assistant Vice President - Lahore Office, IGI Investment Bank  
Tel.: (042) - 5753414-16, 5710597  
Fax: (042) - 5762790

Ali Raza Rehman  
Manager Shares - Noble Computer Services (Pvt.) Ltd.  
Tel.: (021) - 6801880 (3 lines)  
Fax: (021) - 6801129

### Service Standards

IGI Investment Bank has always endeavored to provide investors with prompt services. Listed below are various investor services and the maximum time limits set internally for their execution:

Service	Maximum Time as per Law	Interbank's Standard
Transfer/transmission of shares in physical form	45 days after completion of required formalities	30 days
Dematerialisation of physical scrips	5 days after completion of required formalities	5 days
Conversion from dematerialised shares to physical scrips	45 days after completion of required formalities	30 days
Splitting of physical scrips	45 days after completion of required formalities	30 days
Consolidation of physical scrips	45 days after completion of required formalities	30 days
Replacement of lost/mutilated/undelivered physical scrips	45 days after completion of required formalities	30 days
Issue of duplicate dividend warrants	7 days after completion of required formalities	7 days
Re-validation of dividend warrants	-	7 days
Verification of signatures on transfer deeds	2 days after completion of required formalities	1 day
Acknowledgement of nomination of successor	-	1 day
Acknowledgement of Zakat Exemption Form	-	1 day
Acknowledgement of change of address by shareholder.	-	1 day

Well-qualified personnel of the Shares Registrar have been entrusted with the responsibility of ensuring that services are rendered within the set time limits.

### Statutory Compliance

During the year, IGI Investment Bank has complied with all applicable provisions, filed all returns/forms and furnished all the relevant particulars as required under the Companies Ordinance, 1984 and allied rules, the Securities and Exchange Commission of Pakistan (SECP) Regulations and the listing requirements.

### Dematerialisation of Shares

The shares of IGI Investment Bank are under the compulsory dematerialisation category. As of date approximately 45% of the equity shares of IGI Investment Bank have been dematerialized by the shareholders. Shareholders holding shares in physical form are requested to dematerialise their holdings at the earliest by approaching the depository participants registered with the CDC.

### Book Closure Dates

The Register of Members and Share Transfer Books of IGI Investment Bank will remain closed from September 28, 2007 to October 5, 2007 both days inclusive.

## Annual General Meeting and Voting Rights

Pursuant to section 158 of the Companies Ordinance, 1984, IGI Investment Bank holds a General Meeting of shareholders at least once a year. Every shareholder has a right to attend the General Meeting. The notice of such Meeting is sent to all the shareholders at least 21 days before the Meeting and also advertised in at least one English and one Urdu newspaper having circulation in Sindh and Punjab.

All shares issued by IGI Investment Bank carry equal voting rights. Generally, matters at the General Meetings are decided by a show of hands in the first instance. Voting by show of hands operates on the principle of "One Member-One Vote". If majority of shareholders raise their hands in favour of a particular resolution, it is taken as passed, unless a poll is demanded.

Since the fundamental voting principle in a company is "One Share-One Vote", voting takes place by a poll, if demanded. On a poll being taken, the decision arrived by poll is final, overruling any decision taken on a show of hands.

## Proxies

Pursuant to Section 161 of the Companies Ordinance, 1984 and according to the Memorandum and Articles of Association of IGI Investment Bank, every shareholder of IGI Investment Bank who is entitled to attend and vote at a General Meeting of IGI Investment Bank can appoint another person as his/her proxy to attend and vote instead of him/her. Every notice calling a General Meeting of IGI Investment Bank contains a statement that a shareholder entitled to attend and vote is entitled to appoint a proxy, who needs not be a member of IGI Investment Bank.

The instrument appointing a proxy (duly signed by the shareholder appointing that proxy) should be deposited at the office of IGI Investment Bank not less than 48 hours before the meeting.

## Shareholders' Grievances

IGI Investment Bank received the following correspondence! Complaints during the year:

Nature of correspondence/ complaint by shareholders	Received during the year	Redressed during the year	Complaints pending as on June 30, 2007
Non-receipt of right share certificates	2	2	0
Non-receipt of dividend warrants	1	1	0
Non-receipt of annual! half-yearly/ quarterly reports	1	1	0

## Web Presence

Updated information regarding IGI Investment Bank can be accessed at its website, [www.igiinvestmentbank.com.pk](http://www.igiinvestmentbank.com.pk). The website contains IGI Investment Bank's profile and introduction to its major products and services.