



মেঘনা লাইফ ইন্স্যুরেন্স কোম্পানী লিমিটেড MEGHNA LIFE INSURANCE CO. LTD.

Head Office: Biman Bhaban (2nd Floor), 100, Motijheel C/A, Dhaka-1000.
Website: www.meghnalife.com

NOTICE OF THE 20th ANNUAL GENERAL MEETING

Notice is hereby given that the 20th Annual General Meeting (AGM) of Meghna Life Insurance Company Limited will be held at newly constructed 'Meghna-Karnaphuli Bima Bhaban' at 11/B, 11/D Toyenbee Circular Rd (3rd floor), Motijheel C/A, Dhaka-1000 on Thursday, 29th September, 2016 at 10:30 a.m. to transact the following businesses:

AGENDA

1. To confirm the minutes of the 19th Annual General Meeting of the Company held on 27.08.2015
2. To receive, consider and adopt the Revenue Accounts of the Company for the year ended 31st December, 2015 and the Balance Sheet as at that date together with the reports of the Directors and the Auditors thereon.
3. To declare dividend for the year ended 31st December, 2015 as recommended by the Board of Directors.
4. To elect/re-elect Directors as per Articles of Association of the Company.
5. To appoint Auditors for the year 2016 and to fix their remuneration.
6. To transact any other business with the permission of the chair.

By order of the Board of Directors
Sd/-

(Aziz Ahmed)
Company Secretary

Dated-the 14th August 2016, Dhaka.

Notes:

- a) **The Record Date is 05.09.2016.**
- b) Shareholders whose names will appear in the share Register/Depository Register on the Record Date will be eligible to attend the meeting and will qualify for dividend.
- c) A member eligible to attend and vote at the 20th Annual General Meeting, may appoint a proxy to attend and vote on his/her behalf. Proxy form must be affixed with a revenue stamp of TK. 20/- and submitted to Registered Office of the Company not later than 72 hours before the time fixed for holding the Annual General Meeting.
- d) The Registration Counter shall remain opened from 8.00 a.m to 10.30 a.m as on date.
- e) Hon'ble shareholders are requested to update the particulars of their BO ID with mailing address, contract number and 12 Digits Taxpayer's Identification Number (e-TIN) through Depository participants (DP) before the Record Date. If any shareholder fails to update their e-TIN before the Record Date, Income Tax at source will be deducted from Dividend payable as per NBR Notification. Bank accounts of the individual shareholders shall also be updated as per statutory requirement.
- f) সম্মানিত শেয়ারহোল্ডারদের সদয় অবগতির জন্য জানানো যাচ্ছে যে, বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ কমিশনের সার্কুলার নং- এসইসি/সিএমআরআরসিডি/২০০৯-১৯৩/১৫৪ তারিখ ২৪ অক্টোবর, ২০১৩ অনুযায়ী কোম্পানীর আসন্ন বার্ষিক সাধারণ সভায় কোন প্রকার উপহার/খাবার/কুপন প্রদানের ব্যবস্থা থাকবে না।