

NOTICE OF THE 27th ANNUAL GENERAL MEETING (VIRTUAL)



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

Registered Office: 'Meghna Life-Karnaphuli Bima Bhaban'11/B & 11/D Toyenbee Circular Road, Motijheel C/A, Dhaka-000.

Notice is hereby given that the 27th Annual General Meeting (AGM) of Meghna Life Insurance Company Limited will be held virtually on 21/09/2023 Thursday at 11.00 am by using digital platform through the link: <https://meghnalife.virtualagmbd.com> in pursuant of the BSEC's Directives vide their letter No. SEC/SRMIC/94-231/91 dated 31.03.2021 to transact the following businesses:

AGENDA

01. To confirm the minutes of the 26th Annual General Meeting of the Company held on 19.10.2022
02. To receive, consider and adopt the Revenue Accounts of the Company for the year ended 31st December 2022 and the Balance Sheet as at that date together with the reports of the Directors and the Auditors thereon
03. To declare dividend for the year ended 31st December 2022 as recommended by the Board of Directors.
04. To elect/re-elect Directors as per Articles of Association of the Company.
05. To Approve Appointment of one Independent director.
06. To appoint/re-appoint statutory auditors for the year 2023 and to fix their remuneration.
07. To appoint/re-appoint Corporate Governance Compliance Auditor of the company for the year 2023 and to fix their remuneration.
08. Miscellaneous: To transact any other business with the permission of the chair.

Hon'ble shareholders are requested to make it convenient to Participate/ login to the system well in time.

By order of the Board of Directors

Sd./

(Aziz Ahmed)

Company Secretary

Dated: Dhaka, the 31st /July/2023

Notes :

1) The Record Date is 20/08/2023

- 2) Shareholders whose names will appear in the share Register/Depository Register on the Record Date will be eligible to attend the 27th AGM and will qualify for dividend.
- 3) Pursuant to the Bangladesh Securities and Exchange Commission's Order No. SEC/SRMRC/ 04-231/25 dated 8th July 2020, the AGM will be a virtual Meeting of the members, which will be conducted via live webcast by using zoom digital platform. The detailed procedures to participate the meeting will be communicated to the shareholder's available e-mail ID in due course and it will also be available on the company's website at www.meghnalife.com
- 4) A member eligible to attend and vote at the 27th 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.
- 5) Hon'ble shareholders are requested to update the particulars of their BO ID with mailing address, contact number (Mobile/Telephone No.), email ID and 12 Digit 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. All BO Account holders are requested to convey the e-mail no. (if any) to the authority so that they may be communicated.
- 6) The detailed procedures to participate in the virtual meeting along with link are available in the company's website at www.meghnalife.com. Shareholders will be able to join the virtual AGM through the link :<https://meghnalife.virtualagmbd.com>
- 7) As per Bangladesh Securities and Exchange Commission (BSEC) Gazette Notification No. BSEC/CMRRCD/2006-158/208/admin/81, dated 20th June, 2018, soft copy of Annual Report along with the Attendance Slip, Proxy Form and the Notice will be forwarded to all the members at their respective email addresses available in their beneficiary owner (BO) accounts as per CDBL record. Honorable Shareholders may collect the printed copy of the Annual Report from the Registered office or Share & Board Division of Company if required in writing beforehand. Soft copy of Annual report for the year 2022 will be available in Company's website www.meghnalife.com. if required in writing beforehand, Soft copy of Annual Report for the year 2022 Shall be avail-able in Company's website: www.meghnalife.com
- 8) The shareholders will be able to submit their questions/comments through e-mail ID to 'sharedept.mlcl@gmail.com' 24 hours before commencement of the AGM and also during the AGM.
- 9) For login into the system, the shareholders need to put their 16 digit Beneficial Owner (BO) ID number and other credential as proof of their identity by visiting the link: <https://meghnalife.virtualagmbd.com>
- 10) Election of Directors of the company will be dealt in terms of Articles of Association of the Company and relevant rules/laws/circulars in force.
- 11) Pursuant to the BSEC's Directive dated.10.03.2021 an Independent Scrutinizer has been appointed to scrutinize the election/re-election process as well as to provide detailed Information regarding the voting results followed by an Authentication Report.
- 12) Merchant Banks, Brokerage /Securities houses, Depository Participants (DPs) and all others Stakeholders are requested to Submit list of their 'Margin Clients' to Share Department of Company's Head office email ID: sharedept.mlcl@gmail.com followed by hard copies before the date fixed for AGM. i.e 21/09/2023. After expiry date of AGM, no request will be entertained.