



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

Registered Office

Biman Bhaban (2nd Floor), 100, Motijheel C/A, Dhaka-1000.

Website: www.meghnalife.com

NOTICE OF THE 24th ANNUAL GENERAL MEETING (VIRTUAL) THROUGH DIGITAL PLATFORM

Notice is hereby given that the 24th Annual General Meeting (AGM) of Meghna Life Insurance Company Limited will be held virtually by using digital platform through the link: <https://meghnalife.bdvirtualagm.com> on Thursday the 22nd day, of October, 2020 at 11:00 a.m. to transact the following businesses:

AGENDA

1. To confirm the minutes of the 23rd Annual General Meeting of the Company held on 26.09.2019
2. To receive, consider and adopt the Revenue Accounts of the Company for the year ended 31st December, 2019 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, 2019 as recommended by the Board of Directors.
4. To elect/re-elect Directors as per Articles of Association of the Company.
5. To elect/re-elect Independent Directors of the Company.
6. To appoint/re-appoint Auditors for the year 2020 and to fix their remuneration.
7. To appoint/re-appoint professionals who will provide certificate in compliance of corporate governance and to fix their remuneration for 2020.
8. Miscellaneous: To transact any other business with the permission of the chair.

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

By order of the Board of Directors

Dhaka, the 17th September 2020

Sd/-
(AZIZ AHMED)
Company Secretary

Notes:

- 1) **The Record Date is 21.09.2020**
- 2) 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.
- 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 digital platform. The detailed procedures to attend the meeting will be communicated to the shareholder's 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 24th 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, email ID and I2 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.bdvirtualagm.com>
- 7) The shareholders will be able to submit their questions/comments through e-mail: address info@meghnalife.com 24 hours before commencement of the AGM and during the AGM.
- 8) For logging 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.bdvirtualagm.com>
- 9) Annual Report 2019 will be sent through the e-mail address of the shareholders and also available to the website of the company at www.meghnalife.com.