



**MEGHNA
INSURANCE
COMPANY LIMITED**

Meghna Insurance Company Limited

Pritom Zaman Tower (4th floor), 37/2 Purana Palton, Dhaka-1000

NOTICE OF THE 28TH ANNUAL GENERAL MEETING

Notice is hereby given that the 28th Annual General Meeting (AGM) of Meghna Insurance Company Limited will be held on **Wednesday, 19th June 2024, 11:30 A.M., using Hybrid System** in combination of Physical Presence at **Golf Garden, Army Golf Club, Dhaka Cantonment, Dhaka** and Online Connection using Digital Platform through the Link: <https://micl28.agm.watch> to transact the following businesses:

AGENDA

1. To receive, consider and adopt the Audited Financial Statements for the year ended 31 December 2023 together with the Auditors report thereon and the Directors' Report
2. To approve Cash Dividend for the year ended 31 December 2023 as recommended by the Board of Directors
3. To appoint/re-appoint Statutory Auditors for the year 2024 and to fix their remuneration
4. To elect/re-elect Directors in place of retiring Directors
5. To consider approval of re-appointment of Independent Director
6. To appoint/re-appoint Corporate Governance Auditor as per Corporate Governance Code of BSEC for the year 2024 and to fix their remuneration
7. To consider Post Facto Approval for appointment and remuneration of Corporate Governance Auditor as per Insurer's Corporate Governance Guideline of IDRA for the year 2023
8. To appoint/re-appoint Corporate Governance Auditor as per Insurer's Corporate Governance Guideline of IDRA for the year 2024 and to fix their remuneration

Place: Dhaka
Date: 26 May 2024



Link of AGM To Download Annual Report

By Order of the Board of Directors
Sd/-
Kazi Md. Miraj Hossain ACS, CGIA
Senior Vice President & Company Secretary

Notes:

- i. The record date was fixed on 30 May 2024. The Shareholders, whose names appeared in the Depository Register on the 'Record Date' i.e. 30 May 2024, will be entitled to attend/participate and vote in the 28th Annual General Meeting through Digital Platform and to receive the Dividend.
- ii. A member entitled to attend/participate and vote in the Annual General Meeting through Digital Platform by following the web link: <https://micl28.agm.watch> and may also appoint a proxy to attend and vote in his/her behalf. The scanned copy of the Proxy Form, duly completed and stamped must be e-mailed to the email at cs@micl.com.bd not later than 48 hours before the time fixed for the Annual General Meeting.
- iii. Pursuant to the BSEC Notification No. BSEC/CMRRCD/2006-158/208/Admin/81; dated: 20 June 2018, soft copy of the Annual Report 2023 will be sent to the Shareholders' respective email addresses as available with CDBL record. The Annual Report 2023 will be available on the Company's website at: www.micl.com.bd
- iv. Full login/participation process to the Digital Platform meeting will be available on the Company's website at www.micl.com.bd
- v. The Members will be able to submit their questions/comments and vote electronically before 24 hours of commencement of the AGM and during the AGM.
- vi. Members whose email addresses updated/changed subsequently, are requested to email us at cs@micl.com.bd referring their full name, BO ID and email address to get the digital platform meeting invitation.
- vii. The concerned Merchant Banks and all Depository Participants (DP) are requested to provide us a statement with the details (Shareholders' Names, BO ID Numbers, Client-wise shareholding position, Gross Dividend Receivables, applicable tax rate and Net Dividend Receivables) of their Margin Loan Holders who hold Company's share, as on the 'Record Date' along with the name of the Contact Person in this connection, to the Company's Registered Office on or before 13 June 2024. The Merchant Banks and Depository Participants (DP) are also requested to provide us with their Bank Names, Account Numbers, Routing Numbers and any document related to tax deduction/exemption(if any) etc.
- viii. **In compliance with the Bangladesh Securities and Exchange Commission's Circular No. SEC/CMRRCD/2009-193/154; dated: 24 October 2013, No Gift/Gift Coupon/Food Box shall be distributed at the upcoming AGM of the Company.**