



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

NOTICE OF THE 26th ANNUAL GENERAL MEETING

Notice is hereby given that the 26th Annual General Meeting (AGM) of Meghna Insurance Company Limited will be held on Thursday, 22 December 2022 at 11:30 A.M., through “Digital Platform” in accordance with the Bangladesh Securities and Exchange Commission’s Order No. SEC/SRMIC/94-231/91; dated: 31 March 2021 to transact the following businesses:

AGENDA

1. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 31 December 2021 and the Reports of the Directors’ and the Auditors thereon;
2. To approve the recommended dividend for the year ended 31 December 2021;
3. Post Facto approval on appointment of Directors;
4. To elect/re-elect Directors;
5. To appoint Statutory Auditors of the Company for the year 2022 and to fix their remuneration;
6. Post Facto approval on appointment and remuneration of Corporate Governance Compliance Auditor for the year 2021;
7. To appoint Corporate Governance Compliance Auditor for the year 2022 and to fix the remuneration;

Dated: Dhaka
30 November 2022



By Order of the Board of Directors
Sd/-

Kazi Md. Miraj Hossain ACS, CGIA
Vice President & Company Secretary

Notes:

- i. The record date was fixed on 24 October 2022. The Shareholders, whose names appeared in the Depository Register on the ‘Record Date’ i.e. 24 October 2022, will be entitled to attend/participate and vote in the 26th 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://meghnainsurance.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 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 2021-2022 will be sent to the Shareholders’ respective email addresses as available with us. The Annual Report 2021-2022 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. The Merchant Banks and Depository Participants (DP) are also requested to provide us with their Bank Names, Account Numbers and Routing Numbers 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.**