

Notice of the Twenty-First Annual General Meeting of BRAC Bank Limited

NOTICE IS HEREBY GIVEN that the Twenty-First Annual General Meeting (AGM) of BRAC Bank Limited will be held on June 25, 2020, Thursday at 11:00 a.m. through digital platform to transact the following business:

AGENDA

- AGM-21-01-2020 : To receive, consider and adopt the audited financial statements for the year ended December 31, 2019 and the Auditors' and Directors' Reports;
- AGM-21-02-2020 : To declare dividend for the year ended December 31, 2019;
- AGM-21-03-2020 : To elect/re-elect Directors;
- AGM-21-04-2020 : To appoint Auditors of the Company for the year 2020 and to fix their remuneration.
- AGM-21-05-2020 : To appoint Corporate Governance Compliance Auditors for the year 2020 and to fix their remuneration.

All the shareholders of the Company are requested to make it convenient to attend the meeting.

By order of the Board,



Rais Uddin Ahmad
Company Secretary

June 07, 2020

NOTES:

- i) The "Record Date" is **03 June 2020**. Members whose names appeared in the Members'/Depository Register on Record Date will be eligible to attend/participate and vote in the Annual General Meeting.
- ii) The Board of Directors has recommended **15% Dividend** in the form of **7.50% Cash** and **7.50% Stock**.
- iii) Pursuant to the Bangladesh Securities and Exchange Commission's Order No. SEC/SRMIC/04-231/932 dated 24 March 2020, the AGM will be virtual meeting of the Members, which will be conducted via live webcast by using digital platform.
- iv) Link for joining in AGM through Digital Platform and details login process will be notified to the respective Member's email address and by SMS.
- v) Members whose email addresses have been updated/changed in the meantime, are requested to email us at **sharedept@bracbank.com** mentioning their full name, Folio/BO ID, email address and mobile number to get the digital platform meeting invitation.
- vi) Full login/participation process for the Digital Platform meeting will also be available in the Company's website: **www.bracbank.com**
- vii) Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification No. BSEC/CMRRCD/2006-158/208/ Admin/81 dated 20 June 2018, the soft copy of the Annual Report 2019 will be sent to the email addresses of the Members available in their Beneficial Owner (BO) accounts maintained with the Depository. The Annual Report 2019 will also be available at Company's website: **www.bracbank.com**
- viii) A Member entitled to attend and vote at the AGM may appoint a Proxy to attend and vote in his/her stead. The scanned copy of "Proxy Form", duly signed and affixed with BDT 20 revenue stamp must be sent through email to BBL Share Office at **sharedept@bracbank.com** no later than 72 hours before commencement of the AGM.
- ix) Members are requested to update their 12 digit Taxpayer's Identification Number (e-TIN) through your member house. In default, to update 12 digits e-TIN, the tax from cash dividend will be deducted @ 15% instead of @10%.
- x) Merchant Banks and depository participant (DPs) are requested to email the soft copy of their margin clients list (in MS Excel format) as on 'Record Date' at **sharedept@bracbank.com** by 14 June, 2020 for facilitating payment of Cash Dividend.

 **BRAC BANK**

আজ্ঞা অবিলম্বে