

## Notice of 15<sup>th</sup> Annual General Meeting

Notice is hereby given that the 15<sup>th</sup> Annual General Meeting of Summit Alliance Port Limited will be held at Summit Alliance Port Depot, Katghar, South Patenga, Chattogram-4204 on Thursday, the 12<sup>th</sup> December of 2019 at 11-30 a.m. to transact the followings:

1. To receive and adopt the Directors' Report and the Audited Financial Statements of the Company for the year ended on 30<sup>th</sup> June 2019 together with the Auditor's Report thereon.
2. To Declare final Dividend for the financial year 2018-19
3. To elect/re-elect Directors retiring in terms of Article-41 and Article-42 of the Company's Articles of Association
4. To confirm appointment of Independent Director for a period of three years from the date of appointment as per Conditions 1(c) and (e) of BSEC Notification dated 3<sup>rd</sup> June 2018: Corporate Governance Code.
5. To appoint Statutory Auditors for the audit of account for the year ending on 30<sup>th</sup> June 2020 and fix their remuneration.
6. To consider appointment of Professional Accountant/Secretary to certify regarding compliance of Corporate Governance conditions for 2019-20 as stipulated in Condition-9 (2) of BSEC Notification dated 3<sup>rd</sup> June 2018: Corporate Governance Code.

Sd/-

Md. Abdullah Osman Shajid  
Company Secretary

Dhaka, the 21<sup>st</sup> November 2019

### Notes:

1. Members entitled to attend and vote at the Annual General Meeting may appoint a Proxy to attend in his/her stead. The Proxy Form must be affixed with requisite revenue stamp and deposited at the Company's Registered Office not less than 48 hours before the time appointed for holding the meeting
2. The record date was fixed on **17<sup>th</sup> November 2019** for closing of share transfer book. Members whose names will appear in the Members'/Depository Register on the Record date will be eligible to attend and vote in the AGM and to receive dividend as approved in the AGM.
3. Admission to the meeting will be strictly on production of the attendance slip sent with the notice as well as verification of signature(s) of member(s) and/ or proxy holder(s).

**Members may please note that no food or gift or benefit in cash or kind, other than in the form of dividend, be given/offered at the 15<sup>th</sup> AGM of the company as per the notification of Bangladesh Securities and Exchange Commission No. SEC/SRMI/2000-953/1950 dated 24<sup>th</sup> October 2000.**

সম্মানিত শেয়ারহোল্ডারবৃন্দের সদয় অবগতির জন্য জানানো যাচ্ছে যে, আসন্ন বার্ষিক সাধারণ সভায় কোন প্রকার উপহার/খাবার/কুপন প্রদানের ব্যবস্থা থাকবে না।