

Notice of the 17th Annual General Meeting (AGM)

Notice is hereby given that the **17th Annual General Meeting of Summit Alliance Port Limited** will be held virtually by using digital platform pursuant to the Notification No. SEC/SRMIC/94-231/25 dated 8th July 2020 & SEC/SRMIC/94-231/91 dated 31st March 2021 issued by the Bangladesh Securities and Exchange Commission (BSEC), on **Tuesday, the December 14, 2021 at 11-00 a.m.** through the following link <https://sapl.bdvirtualagm.com> 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 30th June 2021 together with the Auditor's Report thereon.
2. To approve dividend for the financial year 2020-21 as recommended by the Board of Directors.
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(2)(c) and (e) of BSEC Notification dated 3rd June 2018: **Corporate Governance Code**
5. To appoint Statutory Auditors for the audit of Financial Statements of the Company for the year ending on 30th June 2022 and fix their remuneration.
6. To consider appointment of Professional Accountant/Secretary for certification on compliance of Corporate Governance Codes for the year 2021-22 as stipulated in Condition-9 (2) of BSEC Notification dated 3rd June 2018: Corporate Governance Code.

By order of the Board of Directors

Sd/-

Md. Abdullah Osman Shajid
Company Secretary

Dhaka, the 22nd November 2021

Notes:

- The Members whose names appeared on the Members/ Depository Register as on the "Record Date" i.e., **18 November 2021** are eligible to participate in the 17th Annual General Meeting (AGM) and receive dividend.
- Pursuant to the Bangladesh Securities and Exchange Commission's Order No. SEC/SRMIC/94-231/25 dated 08 July 2020, the AGM will be virtual meeting of the Members, which will be conducted via live webcast by using digital platform.
- The Members will be able to submit their questions/comments and vote electronically 24 hours before commencement of the AGM and during the AGM. For logging in to the system, the Members need to put their 16-digit Beneficial Owner (BO) ID number and other credential as proof of their identity by visiting the link <https://sapl.bdvirtualagm.com>
- We encourage the Members to log in to the system prior to the meeting start time of 11:00 am (Bangladesh Standard time) on 14 December 2021. Please allow ample time to login and establish your connectivity. The webcast will start at 11:00 am (Dhaka Time). Please contact +8801974087679 for any technical difficulties in accessing the virtual meeting.
- A Member entitled to attend and vote at the AGM may appoint a Proxy to attend and vote in his/her stead. The "Proxy Form", duly filled, signed and stamped at BDT 20 must be sent either through email (Scanned Copy) at share.team@saplbdc.com or hand delivery or courier to SAPL Share Office situated at The Alliance Building (8th Floor), 63 Pragati Sarani, Baridhara, Dhaka-1212 no later than 48 hours before commencement of the AGM.
- 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 2020-21 is to be sent to the email addresses of the Members available in their Beneficial Owner (BO) accounts maintained with the Depository. The soft copy of the Annual Report 2020-21 will also be available on the Investor Relations section of the Company's website at www.saplbdc.com
- The concerned Brokerage House are requested to provide us with a statement with the details (shareholder name, BO ID number, client-wise shareholding position, gross dividend receivable, applicable tax rate and net dividend receivable) of their margin loan holders who holds Summit Alliance Port Limited's Shares, as on the "Record Date", along with the name of the contact person in this connection, to the Company's Corporate Office [The Alliance Building (8th Floor), 63 Pragati Sarani, near Shahjadpur Bus Stand, Dhaka-1212] on or before 12 December 2021.