

NOTICE OF THE 34TH ANNUAL GENERAL MEETING

Notice is hereby given to all concern that the 34th Annual General Meeting (AGM) of Phoenix Insurance Company Limited will be held on **Wednesday, 16th September 2020 at 2:30 p.m.** virtually by using **digital platform** through the link stated in the notice to transact the following business and to adopt necessary resolutions:

AGENDA

1. To receive, consider and adopt the Audited Financial Statements for the year ended on 31st December 2019 along with the Directors' Report and the Auditors' Report thereon.
2. To declare 12% Cash Dividend for the year ended on 31st December 2019.
3. To elect/re-elect of Directors.
4. To approve the appointment of Independent Directors.
5. To appoint/re-appoint Statutory Auditors for the year 2020 and to fix their remuneration.
6. To appoint Compliance Auditor for the year 2020 and to fix their remuneration.
7. To consider any other relevant business with the permission of the chair.

By order of the Board of Directors

Dated : Dhaka
5th August 2020

Md. Rafiqur Rahman
Company Secretary

Notes:

- a) The shareholders whose name appeared in the Share/Depository Register of the Company as on the "Record Date" i.e. **30th July 2020** are eligible to participate in the 34th AGM and receive the dividend.
- b) A shareholder entitled to attend and vote at the Annual General Meeting may appoint a proxy to attend and vote in his/her behalf. The Proxy Form, duly filled, signed and stamped of BDT-20/- must be sent through e-mail to the Company at: share@phoenixinsurance.com.bd at least 48 hours before the time fixed for the AGM.
- c) The AGM will be held virtually, which will be conducted via live webcast by using digital platform. The detailed procedures to attend in the meeting will be communicated to the shareholder's e-mail ID in due course and it will also be available in the Company's website at: www.phoenixinsurance.com.bd. The shareholders will be able to join the virtual AGM.
- d) For login to the system, the shareholders need to put their 16-digit Beneficiary Owner (BO) ID number and other credentials as proof of their identity to visiting the link: <https://bitly.com/phoenixagm2020>. The shareholders will be able to submit their questions/comments electronically 24 hours before commencement of the AGM and during the AGM.
- e) The soft copy of Annual Report 2019 will be send to the e-mail address of the shareholders and also available in the Company's website at: www.phoenixinsurance.com.bd.
- f) The shareholders may contact to the Mobile No. 01715391503 for any IT related guidance to access in the virtual meeting and Mobile No. 01715400333 for share related issue.
- g) **Shareholders are requested to join the meeting by Laptop/PC/Mobile/Tap.**