

NOTICE OF THE TWENTY FIRST ANNUAL GENERAL MEETING (VIRTUAL MEETING THROUGH DIGITAL PLATFORM)

Notice is hereby given to all members of Bank Asia Limited ("the Company") that the 21st Annual General Meeting (AGM) of the members of the Company will be held virtually by using digital platform through the following link <https://bit.ly/bankasiaagm2020> (in pursuant with BSEC order SEC/SRMIC/04-231/932 dated March 24, 2020) on July 12, 2020 at 11:00 a.m., to transact the following business and to adopt necessary resolutions:

AGENDA

1. To receive, consider and adopt the Profit and Loss Account of the Company for the year ended on December 31, 2019, and the Balance Sheet as at that date together with the Reports of the Directors and the Auditors thereon.
2. To declare dividend out of the profits for the year ended on December 31, 2019.
3. To elect Directors in accordance with the provisions of law and the Articles of Association of the Company.
4. To confirm the appointment of independent directors.
5. To appoint Statutory Auditor of the Company for the term until the conclusion of the next Annual General Meeting and to fix their remuneration.
6. To appoint Compliance Auditor as per Corporate Governance Code for the year 2020 and to fix their remuneration.
7. To transact any other business with the permission of the Chair.

Dated: Dhaka
June 24, 2020

By order of the Board



Sheikh Mohammad Anisuzzaman
Company Secretary

NOTES

- a. The Record Date of the Company was June 02, 2020. Trading of the Company's shares in the Stock Exchanges were suspended on the Record Date.
- b. The shareholders whose names appeared in the Register of Members of the Company as at the close of business on the Record Date, i.e., June 02, 2020, will be entitled to attend and vote at the AGM and to the dividend declared in the AGM, if any.
- c. In view of the Order (SEC/SRMIC/04-231/932 dated March 24, 2020) of BSEC, the ensuing 21st AGM of the Company would be conducted virtually through digital platform. Therefore, the shareholders are requested to attend the 21st AGM through online live portal to avoid serious health risk due to the Coronavirus pandemic. The link for the virtual AGM and detailed procedures to attend the meeting will be communicated to the shareholders' email ID in due course and it will also be available on Bank's website at 'www.bankasia-bd.com'.
- d. Shareholders may login to the system one hour before and during the meeting. For any guidance and help during the meeting, the members may contact the cell no. +8801711198680.
- e. Any member of the Company entitled to attend and vote at the virtual AGM may appoint a proxy to attend and vote on his /her behalf. The proxy must be a member of the Company.
- f. The instrument appointing a proxy duly stamped and signed by the member must be submitted at the Registered Office of the Company or through email to 'ba.share@bankasia-bd.com' at least 48 (forty eight) hours before the AGM. Proxy Form is enclosed.
- g. Election of Directors will be held in the vacant offices of Directors. Election schedule will be displayed in the notice board at the Registered Office in due course. Election rules will be available at the Registered Office of the Company and also on the Bank's website at 'www.bankasia-bd.com'.
- h. The concerned Brokerage Houses are requested to provide us with a statement having details of margin loan holders (i.e., Shareholders' name, BOID numbers, client-wise shareholding position, gross dividend receivable, applicable tax rate and net dividend receivable) as on the Record Date along with the name of the contact person of Brokerage House to the Company's Share Department or through email to 'ba.share@bankasia-bd.com' at Registered Office on or before June 30, 2020. The Brokerage Houses are also requested to provide us with their bank name, account number and routing number etc.
- i. As per BSEC Notification dated June 20, 2018, Annual Report 2019 will be duly sent in soft form to the members' email addresses available in their Beneficial Owner (BO) accounts maintained with the Depository. The soft copy of the Annual Report 2019 will also be available on the Bank's website at 'www.bankasia-bd.com'. The members may also collect the Annual Report 2019 from the Company's Share Department at Registered Office in person.