

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

Notice is hereby given to all members of Bank Asia PLC. ("the Company") that the 26<sup>th</sup> Annual General Meeting (26<sup>th</sup> AGM) of the members of the Company will be held virtually by using digital platform through the following web-link, <https://agmbd.live/Bankasia2025> {in pursuant with Directive No. BSEC/CMRRCD/2009-193/08 dated 10 March 2021 and Directive No. BSEC/ICAD/SRIC/2024/318/87 dated 27 March 2024 of BSEC, both issued by Bangladesh Securities & Exchange Commission (BSEC)}, on 17 June 2025 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 31 December 2024, 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, 2024.
3. To elect/reelect Directors in accordance with the provisions of law and the Articles of Association of the Company.
4. To confirm the appointment of independent director(s).
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 2025 and to fix their remuneration.
7. To transact any other business with the permission of the Chair.

Dated: 20 May 2025  
Dhaka

By order of the Board,



Zahid Hasan  
Company Secretary (Acting)

### NOTES

- a. The Record Date of the Company will be on **26 May 2025**. Trading of the Company's shares in the Stock Exchanges will be suspended on the Record Date.
- b. The Board of Directors has recommended 20% Dividend in combination of 10% Cash and 10 % Stock.
- c. The shareholders whose names will appear in the Register of Members of the Company as at the close of business on the Record Date, i.e., 26 May 2025, will be entitled to attend and vote at the AGM and to the dividend declared in the AGM, if any.
- d. In view of the Directive No. BSEC/CMRRCD/2009-193/08 dated March 10, 2021 and Directive No. BSEC/ICAD/SRIC/2024/318/87 dated 27 March 2024, the ensuing 26th AGM of the Company would be conducted virtually through digital platform or online platform. Therefore, the shareholders are requested to attend the 26th AGM through online live portal. The 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'.
- e. Shareholders may login to the system 48 (forty-eight) hours before and during the meeting. For any guidance and help during the meeting, the members may contact the cell no. +8801711198680.
- f. Any member of the Company entitled to attend and vote at the AGM may appoint a proxy to attend and vote on his /her behalf. The proxy must be a member of the Company.
- g. 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](mailto:ba.share@bankasia-bd.com)' at least 48 (forty eight) hours before the AGM. Proxy form is enclosed
- h. 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](http://www.bankasia-bd.com)'.
- i. Members are requested to update their 12 digit Taxpayer's Identification Number (e-TIN) through their respective Depository Participant (DP)/Brokerage House before the Record Date. Without having e-TIN, Income Tax will be deducted @15% instead of 10% from payable Cash Dividend.
- j. Members are requested to update their respective Bank Account Information (Bank Name, Branch Name, 13-Digit A/C No., 9 Digit Routing No.) Address, Mobile Number, Email Number etc. through their respective Depository Participant (DP)/Brokerage House before the Record Date.
- k. The concerned Brokerage Houses are requested to provide us with a statement having details of margin loan holders (i.e., Shareholders' name, BOLD 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](mailto:ba.share@bankasia-bd.com)' at Registered Office on or before **01 June 2025**. The Brokerage Houses are also requested to provide us with their bank name, account number and routing number etc.
- l. As per BSEC Notification dated June 20, 2018, Annual Report 2024 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 2024 will also be available on the Bank's website at '[www.bankasia-bd.com](http://www.bankasia-bd.com)'. The members may also collect the Annual Report 2024 from the Company's Share Department at Registered Office in person.

**Bank Asia PLC.**

Corporate Office (Registered Office)  
Bank Asia Tower, 32 & 34 Kazi Nazrul Islam Avenue  
Karwan Bazar, Dhaka-1215

**PROXY FORM**

I/we, ..... of  
.....  
a Member of BANK ASIA PLC. do hereby appoint Mr./Ms. .... of  
....., or failing him/her Mr./Ms. .... of  
..... as my/our proxy to vote for me/us and on my/our proxy to vote for me and on my behalf at the  
Twenty-sixth Annual General Meeting of the Members of the Company to be held on the 17 June 2025, at 11:00 a.m. and at any  
adjournment thereof.  
In witness my hand this ..... day of ..... 2025.

Signature of the Member :

Witnesses:

1.

2.

Revenue  
Stamp

Name :

Folio No.

BOID :

Signature of the Proxy :

Folio No :

BOID :

**Shareholder's Attendance Slip****Bank Asia PLC.**

Corporate Office (Registered Office)  
Bank Asia Tower, 32 & 34 Kazi Nazrul Islam Avenue  
Karwan Bazar, Dhaka-1215

I hereby record my presence at the Twenty-sixth Annual General Meeting of Bank Asia PLC. held today the 17 June 2025, at 11:00 a.m. virtually by using digital platform through the following web-link:

**<https://agmbd.live/Bankasia2025>**

I give my particulars and put my signature below.

Name :

Folio No.

BO ID :

Signature

(Please complete this slip and deposit at the registration counter on the day of the meeting)