

# Virtual AGM Attendance Procedure

Southeast Bank PLC. convened its 29<sup>th</sup> AGM virtually through digital platform on Monday, August 12, 2024 at 11.00 a.m. in compliance to the directives and orders issued by the Bangladesh Securities and Exchange Commission (BSEC). The compliance included BSEC's Order no. SEC/SRMIC/94-231/25 dated July 8, 2020; BSEC's Directive no. BSEC/CMRRCD/2009-193/08 dated March 10, 2021; SEC/SRMIC/94-231/91 dated March 31, 2021 and with additional instructions outlined in the directives referenced as BSEC/ICAD/SRIC/2024/318/09 dated January 16, 2024 and DSE letter no. DSE-Listing/264/2024/2117\_135 dated March 31, 2024 respectively.



Date:  
**Monday**  
August 12, 2024



Time:  
**11:00 AM**  
Dhaka


Live Webcast:   
<https://southeastbank.bdvirtualagm.com>

Shareholders/Members are requested to attend/participate in the Bank's 29<sup>th</sup> AGM by considering following procedures:


**Step - 1** Please confirm whether you are a shareholder/member of Southeast Bank PLC. as on "**Record Date**" i.e. **Monday, June 10, 2024**.

**Step - 2** Please visit <https://southeastbank.bdvirtualagm.com> from your Desktop/Laptop/Smartphone

**Step - 3** Please click on the link and put your 16-digit BOID/Folio number and other credentials as proof of your identity to login in the system.



**Login Procedure**



**Sections of the AGM Website**


This section will show the webcast of the virtual AGM by using digital platform.

This section will preserve your questions/comments before commencement of the AGM and during the AGM. Additional to this, the participants can send their queries and comments directly to [irdsebl@southeastbank.com.bd](mailto:irdsebl@southeastbank.com.bd) or in writing.


Southeast Bank PLC. will try to answer all relevant questions during the live Q & A session of the AGM, but reserves the right to edit and/or reject questions if it deems irrelevant or inappropriate.

This section will show the total attendance of present shareholders and shareholdings at their possession.


This section will show agenda for the meeting with options for proposing, seconding, agreeing or disagreeing of individual agenda.




**Live Streaming**




**Register of Questions or Comments**



**Attendance with No. of Share**



**Agenda List**



**Technical Guidance**

If you face any difficulties regarding the login process to participate in the virtual AGM through the link <https://southeastbank.bdvirtualagm.com>, please call before or during the AGM to +8801700706532 or visit [www.southeastbank.com.bd](http://www.southeastbank.com.bd)