



**Registered Office:**  
Eunoos Trade Centre  
52-53, Dilkusha Commercial Area,  
Dhaka-1000, Bangladesh.

## Notice of the 29<sup>th</sup> Annual General Meeting

Notice is hereby given to all Members of Southeast Bank PLC. that the **29<sup>th</sup> Annual General Meeting** of the Shareholders of the Company will be held virtually by **using digital platform on Monday, August 12, 2024 at 11.00 a.m.** to transact the following businesses and adopt necessary resolutions:

### AGENDA:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended December 31, 2023 together with the Reports of the Directors' and Auditors' thereon.
2. To declare dividend for the financial year ended on December 31, 2023.
3. To elect /re-elect Directors.
4. To re-appoint the Statutory Auditors and to fix their remuneration.
5. To appoint the Corporate Governance Compliance Auditors and to fix their remuneration.
6. Miscellaneous, if any, with the permission of the chair.

Dated: Dhaka  
July 21, 2024

By order of the Board



**A.K.M. Nazmul Haider**  
Company Secretary

### NOTES:

- a) The "**Record Date**" was on **Monday, June 10, 2024**. The Shareholders whose name would appear in the CDS/ Register of Members of the Company on Record date will be eligible to attend/participate in the Annual General Meeting through Digital Platform and receive dividend.
- b) Shareholders entitled to attend/participate and vote at the Annual General Meeting, may appoint a proxy to attend and vote. The "Proxy Form" duly filled and signed by the shareholder must be mailed to the email at [irdsebl@southeastbank.com.bd](mailto:irdsebl@southeastbank.com.bd) of the Bank not later than 48 hours before the meeting.
- c) Annual Report-2023 of the Bank containing among other papers and Notice of the AGM will be sent in soft form to the Shareholders' respective email addresses as available in their Beneficial Owner (BO) Accounts. Soft copy of the Annual Report-2023 will also be available in the Bank's website at: [www.southeastbank.com.bd](http://www.southeastbank.com.bd)
- d) Pursuant to the Bangladesh Securities and Exchange Commission's Directive no. BSEC/CMRRCD/2009-193/08 dated March 10, 2021 & DSE letter no. DSE-Listing/264/2024/2117\_135 dated March 31, 2024, the AGM will be held virtually (using digital platform), which will be conducted via live webcast.
- e) The shareholders will join the virtual AGM through the link: <https://southeastbank.bdvirtualagm.com> The Shareholders will be able to submit their questions/ comments before commencement of the AGM and during the AGM. For login to the system, the Members need to click on the link and provide their 16 digit Beneficial Owner (BO) ID number/Folio number and other credentials as proof of their identity by visiting the Link: <https://southeastbank.bdvirtualagm.com> The detailed participation process for the Digital Platform Meeting will also be available in the Bank's website: [www.southeastbank.com.bd](http://www.southeastbank.com.bd)
- f) For any IT related guidance and help with the login process, the respective members may contact at +8801700706532 or visit [www.southeastbank.com.bd](http://www.southeastbank.com.bd)
- g) All Shareholders are requested to update their respective BO Accounts with 12 digits Tax payer's Identification Number (e-TIN), Bank Account Number, E-mail address, Cell Phone number, Mailing address and other related information through their respective Depository Participants (DP).
- h) As per Bangladesh Securities and Exchange Commission's Circular No.SEC/CMRRCD/2009-193/154 dated October 24, 2013, and the regulation 24 (2) of the Stock Exchanges (Listing) Regulations-2015 "no benefit in cash or kind, other than in the form of cash dividend or stock dividend, shall be paid to the holders of equity securities" for attending the 29<sup>th</sup> Annual General Meeting of the Bank.