

NOTICE OF THE 25TH ANNUAL GENERAL MEETING

Notice is hereby given to all Members of Southeast Bank Limited that the 25th Annual General Meeting of the Shareholders of the Company will be held virtually by **using digital platform** on **Wednesday, September 16, 2020 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, 2019 together with the Reports of the Directors' and Auditors' thereon.
2. To declare dividend for the financial year ended on December 31, 2019.
3. To elect / re-elect Directors and to accord post-facto approval for appointment of the Independent Director.
4. To appoint the Statutory Auditors and to fix their remuneration.
5. To re-appoint the Corporate Governance Compliance Auditors and to fix their remuneration.
6. Miscellaneous, if any, with the permission of the chair.

Dated: Dhaka
August 27, 2020

By order of the Board


A.K.M. Nazmul Haider
Company Secretary

NOTES:

- a) The "Record Date" was on Tuesday, July 28, 2020. 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 received 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, signed and stamped at BDT 20.00 must be mailed to the email at irdsebl@southeastbank.com.bd of the bank not later than 48 hours before the meeting.
- c) Annual Report-2019 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-2019 will also be available in the Bank's website at: www.southeastbank.com.bd
- d) Pursuant to the Bangladesh Securities and Exchange Commission's Order No.SEC/SRMIC/94-231/25 dated July 08, 2020, 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 credential 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
- f) For any IT related guidance and help with the login process, the respective members may contact at +8801918615100, +88 01700706532 or visit 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, 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 25th Annual General Meeting of the Bank.