

# Notice of the 28<sup>th</sup> Annual General Meeting

Notice is hereby given to all Members of Southeast Bank Limited that the **28<sup>th</sup> Annual General Meeting** of the Shareholders of the Company will be held virtually by **using digital platform on Wednesday, July 05, 2023 at 11.00 a.m.** to transact the following businesses and adopt necessary resolutions:

## AGENDA:

### (a) Ordinary Business:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended December 31, 2022 together with the Reports of the Directors' and Auditors' thereon.
2. To declare dividend for the financial year ended on December 31, 2022.
3. To elect /re-elect Directors and post-facto approval of the re-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.

### (b) Special Business:

To change the name of the Bank from **"Southeast Bank Limited" to "Southeast Bank PLC"** in accordance with the Companies Act-1994 (amended up to 2020) and to amend the relevant Clauses of the Memorandum and Articles of Association of the Bank subject to approval of the Regulatory Authorities by adopting the following Special Resolution:

"Resolved that the proposal for changing the registered name of the Bank, 'Southeast Bank Limited' with the proposed new name 'Southeast Bank PLC' be and is hereby approved, subject to the approval of the regulatory authorities."

"Further Resolved that to effect the changes in the registered name of the Bank as 'Southeast Bank PLC', the alteration of the existing Name Clause of the Memorandum (Clause-1) and Article numbers 2 (VI), 22 and 90 of the Articles of Association are also hereby approved."

By order of the Board



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

Dated: Dhaka  
June 13, 2023

## NOTES:

- a) The "Record Date" was on **Wednesday, June 07, 2023**. 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-2022 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-2022 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 Order No.SEC/SRMIC/94-231/91 dated March 31, 2021, 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 +8801918615100, +88 01700706532 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 28<sup>th</sup> Annual General Meeting of the Bank.