



Southeast Bank PLC.
a bank with vision

Registered Office:
Eunoos Trade Centre
52-53, Dilkusha, C/A, Dhaka-1000
www.southeastbank.com.bd

NOTICE OF THE 30TH ANNUAL GENERAL MEETING

Notice is hereby given to all Members of Southeast Bank PLC. that the **30th Annual General Meeting** of the Shareholders of the Company will be held virtually by **using digital platform on Wednesday, September 17, 2025 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, 2024, together with the Reports of the Directors' and Auditors' thereon.
2. To declare "No Dividend" for the year ended on 31 December 2024 as recommended by the Board of Directors.
3. To elect / re-elect Directors and to accord post-facto approval for appointment of the Independent Directors.
4. To re-appoint the Statutory Auditors and to fix their remuneration.
5. To appoint the Corporate Governance Compliance Auditors for the year 2025 and to fix their remuneration.
6. Miscellaneous, if any, with the permission of the Chair.

By order of the Board

Mamunur Rashid, FCS
Company Secretary

Dated: Dhaka
August 26, 2025

NOTES:

- a) The **"Record Date"** was on **Sunday, July 20, 2025**. 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.
- 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 E-mail at **irdsebl@southeastbank.com.bd** of the Bank not later than 48 hours before the meeting.
- c) Annual Report-2024 of the Bank containing among other papers and Notice of the AGM will be sent in soft form to the Shareholders' respective E-mail addresses as available in their Beneficial Owner (BO) Accounts. Soft copy of the Annual Report-2024 will also be available in the Bank's website at: **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 partially modified by Directive No.BSEC/CMRRCD/2009-193/30 dated November 17, 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**
- 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**
- g) 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 30th Annual General Meeting of the Bank.