Southeast Bank PLC.™
a bank with vision

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

NOTICE OF THE 31ST ANNUAL GENERAL MEETING

Notice is hereby given to all members of Southeast Bank PLC. that the **31st Annual General Meeting (AGM)** of the Shareholder of the Company will be held virtually on **Thursday, July 23, 2026 at 11.30 a.m.** (Bangladesh Standard Time) by using Digital Platform through the link https://southeastbank.bdvirtualagm.com to transact the following Agenda:

AGENDA:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended December 31, 2025, together with the Reports of the Directors' and Auditors' thereon.
2. To approve Dividend for the year ended 31 December 2025 as recommended by the Board of Directors.
3. To elect/re-elect Directors and to accord post-facto approval for appointment of Director(s).
4. To appoint/re-appoint the Statutory Auditors and to fix their remuneration and to accord post-facto approval for appointment of Statutory Auditors for the year 2025.
5. To appoint/re-appoint the Corporate Governance Compliance Auditors for the year 2026 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
July 02, 2026

NOTES:

a) The **Record Date** was initially fixed on **Thursday, May 21, 2026,** that was applicable only those shareholders whose names appeared in the CDS/Register of Members of the Bank on that date were only entitled to receive the 3% Cash Dividend. After receiving Bangladesh Securities and Exchanges Commission approval on June 20, 2026 the Board of Directors fixed another Record Date on Thursday, June 04, 2026 in connection with entitlement of 7% Stock Dividend. Shareholders whose names appeared in the CDS/Register of Members of the Bank on both Record Dates shall be entitled to attend/participate in the 31st Annual General Meeting through the digital platform.

b) Shareholders entitled to 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 Registered Office of the Bank or sent by e-mail to **irdsebl@southeastbank.com.bd** not later than 48 (forty-eight) hours before the commencement of the meeting.

c) Annual Report-2025 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-2025 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) The webcast of the AGM will start at 11.30 a.m. (GMT+ 6) on 23 July 2026 (Thursday). The Members are advised to log in to the system before starting of the meeting ensuring ample time to log in and establish connectivity with the digital platform. Please feel free to contact at +880 1700706532 to log in difficulty in accessing the virtual meeting

g) Members are kindly requested to submit their relevant queries through email at **irdsebl@southeastbank.com.bd** or in writing to Bank's Investors Relation Office at least 3 (three) working days before the day of AGM.

h) As per BSEC's Circular No. SEC/CMRRCD/2009-193/154 dated 24.10.2013 and regulation 24(2) of the Dhaka/ Chittagong Stock Exchange (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 ensuing 31st AGM of the Bank.