

Notice of the 23rd Annual General Meeting

Notice is hereby given to all members of Southeast Bank Limited that the **23rd Annual General Meeting** of the Shareholders of the Company will be held on **Saturday, June 30, 2018 at 11.00 a.m. at Officers' Club Dhaka, 26, Baily Road, Ramna, Dhaka-1000** to transact the following business and adopt necessary resolutions:

AGENDA:

1. To receive, consider and adopt the Profit and Loss Accounts of the Company for the year ended on December 31, 2017 and the Balance Sheet as at that date together with the Reports of the Board and the Auditors thereon.
2. To declare dividend for the financial year ended December 31, 2017.
3. To elect / re-elect Directors.
4. To appoint Auditors for the term until the next Annual General Meeting and fix their remuneration.
5. Miscellaneous, if any, with the permission of the chair.

By order of the Board



A.K.M. Nazmul Haider
Company Secretary (Acting)

Dated: Dhaka
June 12, 2018

NOTES:

- a) The "Record Date" was on **Wednesday, May 23, 2018**.
- b) The Shareholders whose name would appear in the CDS/Register of Members of the Company on the Record date shall be entitled to the dividend and attend the AGM.
- c) Any member of the Company entitled to attend and vote at the general meeting may appoint a proxy to attend and vote on his/her behalf. Such proxy except for a Corporation must also be a member of the Company. An Attorney of a member need not himself/herself be a member.
- d) The instrument appointing a Proxy or the Power of Attorney duly signed by the Member and stamped with requisite stamp must be submitted at the Registered Office of the Company at least 48 hours before the meeting.
- e) Attendance of the Shareholder/Attorney/Proxy shall be recorded up to **11.00 a.m.** at the entrance of the meeting venue. Attendance slip has to be submitted at the Registration Counter duly signed. The signature must agree with the recorded signature.
- f) The Hon'ble members may collect "Proxy Form" from the Share Department of the Company. This will also be available in the website of the Company, i.e. **www.southeastbank.com.bd**
- g) Hon'ble shareholders are requested to update all the required information with their respective Depository Participants.

PS: 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 23rd Annual General Meeting of the Bank.