



Southeast Bank Limited

Registered Office
52-53, Dilkusha C/A, Dhaka-1000

Notice of the 22nd Annual General Meeting

Notice is hereby given to all members of Southeast Bank Limited that the 22nd Annual General Meeting of the Shareholders of the Company will be held on **Monday, May 22, 2017 at 11.00 a.m. at Officers' Club Dhaka, 26 Baily Road, Dhaka**, 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 31st December, 2016 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 31st December, 2016.
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.

All Members are requested to attend the meeting on the date, time and place mentioned above.

By order of the Board

Muhammad Shahjahan
Additional Managing Director
and Company Secretary

Dated: **May 07, 2017**

NOTES:

- a) The **Record Date** for the purpose was on **April 27, 2017**.
- b) 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.
- c) The instrument appointing a Proxy or the Power of Attorney duly signed by the Member and stamped with requisite stamp duty must be submitted at the Registered Office of the Company at least 48 hours before the meeting, i.e. latest by 11.00 a.m. of May 20, 2017.
- d) Attendance of the Shareholder/Attorney/Proxy shall be recorded up to 11.30 a.m. at the entrance of the venue. Attendance slip has to be submitted at the Registration Counter duly signed. The signature must agree with the recorded signature.
- e) Annual Report containing, among other papers, this Notice of the 22nd Annual General Meeting, Attendance Slip and Proxy Form are being sent to every member by post. The members may also collect "Proxy Form" from the Share Office of the Company.
- f) All members are requested to update: (i) The particulars of their Bank Account (ii) Change of Address and (iii) 12 Digits Tax Payer's Identification Number (e-TIN) in their BOID through Depository Participants (DP) on or before April 30, 2017, with intimation to us.
- g) Brokerage Houses and DPs are requested to notify us in details showing Shareholder's name, BOID Number, e-TIN, client-wise shareholding position, Bank Account Number, Routing Number etc. of their Margin Loan holders who hold shares of Southeast Bank Ltd. on the Record Date on or before May 15, 2017.
- h) If any individual shareholder fails to provide us his/her e-TIN within May 15, 2017, his/her Income Tax at source will be deducted from payable Dividend @15% (fifteen percent) instead to 10% (ten percent) as per amended Income Tax Ordinance 1984 (Section 54)

PS: As per Bangladesh Securities and Exchange Commission's Circular No.SEC/CMRRCD/2009-193/154 dated October 24, 2013, "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 22nd Annual General Meeting of the Bank.