



Bangladesh Industrial Finance Company Limited

Corporate Head Office: Police Plaza Concord, Level-8, Gulshan, Dhaka.

Notice of the 25th Annual General Meeting

Notice is hereby given that Pursuant to the Order No.8 & 9 dated 17.12.2020 and 22.02.2021 respectively passed by the Honorable Company Bench of the High Court Division, Supreme Court of Bangladesh in Company Matter No. 32/2020, the Board of Directors of Bangladesh Industrial Finance Company Limited in its 217th Meeting held on September 13, 2022 at 3:00 p.m. decided that the 25th Annual General Meeting (AGM) (pending AGM for the year 2020) of the Company will be held on Tuesday, November 29, 2022 at 2:00 p.m. by using Online Digital Platform (pursuant to BSEC Order no. SEC/SRMIC/94-231/25 dated July 08, 2020), to transact the following business:

Agenda:

- 1.To receive, consider and adopt the directors' report and auditors' report to the shareholders, accompanied by audited financial statements for the year ended on December 31, 2020;
- 2.To declare dividend for the year ended on December 31, 2020;
- 3.To elect/re-elect Director (s);
- 4.To appoint Auditor for the year 2021 and to fix their remuneration;
- 5.To appoint Compliance Auditor as per Corporate Governance Code for the year 2021 and to fix their remuneration.

By order of the Board of Directors

November 05, 2022


Md. Ahsan Ullah
Company Secretary

Notes:

- i. As notified earlier the "Record Date" was fixed on October 20, 2022. The shareholders whose names appeared in the Register of Shareholders of the Company and/or in the Depository on the 'Record Date' will be eligible to attend and vote in the 25th AGM through Digital Platform.
- ii. A Member entitled to attend and vote at the General Meeting may appoint a Proxy to attend and vote in his/her stead. The Proxy Form, duly completed and stamped, must be deposited at the Registered Office of the Company, not later than 48 hours before the time fixed for the meeting.
- iii. Annual Report for the year 2020 has been sent to the e-mail address of the Shareholders and also available in the Website of the Company at: www.bifcol.com
- iv. The Shareholders will join the Virtual AGM through the link <https://bifcol25.bdvirtualagm.com> The Shareholders will be able to submit their questions/ comments and vote electronically 24 (Twenty-four) hours before commencement of the AGM and also during the AGM. For logging into the system, the Shareholders need to put their 16-digit Beneficiary Owner's (BO) ID/ Folio Number and other credentials as proof by visiting the said link.

We encourage the Shareholders to login into the system prior to the meeting. Please allow ample time to login and establish your connectivity. For any IT related guidance, Shareholders may contact vide email : nawaz@bifcol.com /avijit@bifcol.com