

SAIF POWERTEC LIMITED

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Notice of the 17th Annual General Meeting

Notice is hereby given that the **17th Annual General Meeting (AGM)** of the Members of **Saif Powertec Limited** will be held on **Tuesday, December 29th, 2020** at **11:00 A.M.** by using **Digital Platform** through the link <http://saifpower17agm.digitalagmbd.net> in accordance with the Bangladesh Securities and Exchange Commission (BSEC) order SEC/SRMIC/94-231/25 dated July 08, 2020 to transact the following businesses: -

ORDINARY BUSINESS

1. Report and Accounts:

To receive, consider and adopt the Financial Statements of the Company for the year ended on June 30th, 2020 together with the Reports of the Board of Directors' and the Auditor's thereon.

2. Dividend:

To declare the dividend for the financial year ended on June 30th, 2020 as recommended by the Board of Directors.

3. Election of Directors:

To elect/re-elect Directors as per terms of the relevant provision of the Articles of Association of the Company.

4. Appointment of Independent Director:

To approve the appointment of Independent Director of the Company.

5. Appointment of Auditors:

To consider the appoint of Statutory Auditors of the Company for the term until the next Annual General Meeting and to fix their remuneration.

6. Appointment of Professional regarding Certificate on Compliance of Corporate Governance Code:

To approve the appointment of Professional regarding Certificate on Compliance of Corporate Governance Code of the Company for the term until the next Annual General Meeting and to fix their remuneration.

7. Miscellaneous:

To transact any other related business of the Company with the permission of the Chairperson.

All Members of the Company are requested to attend the meeting as mentioned above.

By order of the Board of Directors

Sd/-

Company Secretary

Dated: Dhaka, December 03, 2020

NOTES:

- The Board of Directors has recommended **5% Cash Dividend** and **5% Stock Dividend** for the year ended on June 30th, 2020 subject to approval of Members of the Company in the 17th Annual General Meeting (AGM).
- The Record Date was **December 02, 2020 (Wednesday)**. The shareholders whose names appeared in the Share Register of Members of the Company or in the Depository Register (CDBL) on the Record Date are eligible to attend/participate and vote in the Annual General Meeting through digital platform and qualify for Dividend.
- A member eligible to attend/participate and vote at the Annual General Meeting (AGM) may appoint a proxy in his/her stead. Scanned copy of Proxy Form duly stamped must be send through email to shambhu@saifpowertec.com not later than 48 hours before the Meeting.
- Annual Report, Attendance Slip and Proxy Form along with the Notice are being sent to all Members by Courier Service and/or email. The Members may also collect the same from the Share Department or website address: www.saifpowertec.com of the Company.
- AGM Notice, link for joining for Digital Platform (audio-visual meeting) and digital login process will be mailed to the respective member's email address available with the Company.
- The members will be able to submit their questions/comments, and vote electronically 24 hours before commencement of the AGM and during the AGM. For logging in to the system, the members need to enter their 16-digit Beneficial Owner (BO) ID number and other credentials as proof of their identity by visiting the link <http://saifpower17agm.digitalagmbd.net>.
- Member whose email addresses have updated/changed subsequently are kindly requested to email at shambhu@saifpowertec.com referring their full name, BOID and email address to get the digital platform meeting invitation.

NB: No gift and or food shall be given for attending the 17th Annual General Meeting of the Company as per rules.