

DIVIDEND DISTRIBUTION POLICY

Introduction:

In compliance with the Directives No. BSEC/CMRRCD/2021-386/03 of Bangladesh Securities and Exchange Commission (BSEC) dated January 14, 2021; SAIF Powertec Limited formulated a policy known as "**Dividend Distribution Policy**". The highlights of the said policy are given below:

Purpose:

The purpose of the policy is to comply with the Directives of Bangladesh Securities and Exchange Commission (BSEC). The parameters set out in the policy are applicable for distribution of dividend.

Dividend Recommendation and Approval process:

Dividend to be recommended and approved as per applicable Acts and Regulatory Directives issued by BSEC from time to time.

Entitlement of Dividend:

Shareholders whose names shall appear in the Members Register of the Company or in the Depository Register of CDBL on the 'Record Date' of the respective year's AGM will receive entitled dividend.

Process of Distribution of Cash Dividend:

Cash dividend shall be paid directly to the bank account within 30 (thirty) days from the date of approval by the Shareholders in the AGM subject to comply of circulars/ directives of BSEC or other regulatory authority from time to time.

- Through Bangladesh Electronic Funds Transfer Network (BEFTN);
- Through Bank Transfer or any Electronic Payment System as recognized by the Bangladesh Bank (if not possible through BEFTIN);
- In case of margin loan and claim by loan provider, through the Consolidated Customer's Bank Account (CCBA);
- To the separate Bank Account of the Merchant Banker or Portfolio Manager through BEFTN;
- Through the security custodian following guidelines of Foreign Exchange Regulation for non-resident sponsor, director, shareholder, unit holder or foreign portfolio investor (FPI) in compliance with Rules, Regulations in this regard;
- Through issuance of Cash Dividend warrant and send it through post in case of non-availability of information of the shareholder or unit holder.
- Amount of declared cash dividend payable for the concerned year/period shall be kept in a separate Bank Account as per circular of BSEC or other regulatory authority from time to time.

Manner and procedure of stock dividend distribution:

The stock dividend shall be credited within 30 (thirty) days of approval subject to the clearance of the regulatory requirement.

- To the BO account;
- To the suspense BO Account for undistributed or unclaimed stock dividend/bonus shares. A new Suspense BO Account has been opened in every year for the respective year's suspense shares;
- The bonus dividend shall be transferred to the suspense BO account if BO account is not available or BO account is inactive;
- The sale proceeds of fractional bonus dividend shall be paid off as per circular of BSEC or other regulatory authority from time to time.

Unpaid or unclaimed of unsettled cash dividend:

Unpaid or unclaimed of unsettled cash dividends shall be settled as per instructions of BSEC or other regulatory authority from time to time.

Unpaid or unclaimed of unsettled stock dividend:

Unpaid or unclaimed of unsettled stock dividends shall be settled as per instructions of BSEC or other regulatory authority from time to time.

Tax matters:

Tax will be deducted at source as per applicable tax laws.

Submission of Dividend Distribution Compliance Report:

In-compliance with the Dhaka Stock Exchange (Listing) Regulation-2015 and Chittagong Stock Exchange (Listing) Regulation-2015 SAIF Powertec Limited has been submitted a Dividend Distribution Compliance Report to BSEC, DSE and CSE within 7 (Seven) Working days from the date of completion of dividend distribution of the concerned years. This report shall submit to BSEC, DSE and CSE in a specified format issued by the regulator (s) within stipulated time.

Amendments / Modifications:

To the extent any change/amendment is required in terms of any applicable law or change in regulations, the applicable law and regulations would prevail over the policy and the provisions in the policy would be modified in due course to make it consistent with the law of the land. Such amended policy shall be placed before the Board for approval.

Disclosure Policy:

The Dividend Distribution Policy has available on the Company's website and annexed.

Summary of Unclaimed Dividend:

As of 16.03. 2022 total amount of unclaimed dividend is Taka 29,280,050 laying with respective year's Bank Accounts.