

**NOTICE OF THE 39<sup>TH</sup> ANNUAL GENERAL MEETING**

Notice is hereby given to all concern that the 39<sup>th</sup> Annual General Meeting (AGM) of Phoenix Insurance Company Limited will be held on **Wednesday, the 23<sup>rd</sup> July 2025 at 3:00 p.m.** virtually by using **digital platform** through the link stated in the notice to transact the following business and to adopt necessary resolutions:

**AGENDA**

1. To receive, consider and adopt the Audited Financial Statements for the year ended on 31<sup>st</sup> December 2024 along with the Directors' Report and the Auditors' Report thereon.
2. To declare 10% Cash Dividend for the year ended on 31<sup>st</sup> December 2024.
3. To elect or re-elect of Directors.
4. To appoint or re-appoint Statutory Auditors for the year 2025 and to fix their remuneration.
5. To appoint or re-appoint Compliance Auditor for the year 2025 and to fix their remuneration.
6. To change the Company's name as per Companies Act-1994 (amended 2020)
7. To consider any other relevant business with the permission of the chair.

By order of the Board of Directors

Dated : Dhaka  
24<sup>th</sup> June 2025

**Notes:**



Sd/-  
**Chowdhury Akram Ullah**  
Company Secretary

- a) **Book closer/Record date:** Tuesday, 3<sup>rd</sup> June 2025 is the "Record Date" for entitlement of dividend. The Shareholders whose name will appear in the Depository Register on that date, shall be entitled to participate in the 39<sup>th</sup> AGM.
- b) **Attendance and voting facility:** A Shareholder is entitled to participate and vote at this virtual AGM may appoint a proxy to participate and vote. The Proxy Form, duly filled, signed and stamped at Tk.20/- must be sent through e-mail to: [share@phoenixinsurance.com.bd](mailto:share@phoenixinsurance.com.bd) on or before 48 hours of commencement the AGM.
- c) **E-voting:** The Shareholders can cast their vote through online (real time) or e-voting starting from 24 hours before the AGM and voting option will remain open till the closure of AGM.
- d) **For login the AGM:** The Shareholders will join the virtual AGM through the link: <https://phoenixins.virtualagmbd.com> by using Laptop/PC/Mobile/Tab. The Shareholders will be able to submit their questions/comments electronically before 24 hours of commencement the AGM through this link or during the AGM. For login into the system, the Shareholders need to put their 16-digit Beneficiary Owner (BO) ID.
- e) **Submission of Annual Report:** The soft copy of Annual Report 2024 will be sent to the e-mail address in BO ID of the Shareholders and also be available in the Company's website at: [www.phoenixinsurance.com.bd](http://www.phoenixinsurance.com.bd). The Shareholders who have not provided the e-mail address in their BO ID, requested to print the Annual Report from Company's website, if required.
- f) **Queries on the Directors' Report:** The Shareholders to submit their any queries on the Directors' Report and the Audited Financial Statements for the year ended on 31<sup>st</sup> December 2024 through e-mail to: [board@phoenixinsurance.com.bd](mailto:board@phoenixinsurance.com.bd) or in writing at least 5 (five) working days before of AGM.
- g) **Tax Facility:** The Shareholders who have updated their BO ID and submitted their 12-digit e-TIN to concerned DP house and Share Department (in case of folio) before Record Date, their tax will be deducted 10% from his cash dividend otherwise 15% (in case of individual).
- h) **Margin Client:** Merchant Banks and Depository Participant (DPs) are requested to e-mail the soft copy of their margin clients based on said Record Date (in MS Excel format) within July 14, 2025 to the e-mail: [share@phoenixinsurance.com.bd](mailto:share@phoenixinsurance.com.bd) for facilitating payment of cash dividend.
- i) **Contact any other quarry:** The Shareholders may contact to the Mobile No. 01715391503 for any IT related guidance in accessing the virtual meeting and Mobile No. 01715400333 for share related issue.