



BASHUNDHARA GROUP
For the People, for the Country

MEGHNA CEMENT MILLS LTD.

Registered Office: 125/A, Block-A, Bashundhara R/A, Dhaka-1229

Head Office: BIHQ-1, Plot 03, Umme Kulsum Road, Block-G, Bashundhara R/A, Dhaka-1229

Notice is hereby given to all shareholders of Meghna Cement Mills Ltd that the **30th ANNUAL GENERAL MEETING** will be held on **December 29, 2022 at 11:00 am** at virtually by using Digital Platform as per BSEC order SEC/SRMRC/04/231/25 July 08, 2020 through the <https://meghnacement.bdvirtualagm.com> to transact the following business:

AGENDA

01. To receive, consider and adopt the Audited Accounts of the Company, the Directors' and the Auditors' Reports thereon for the year ended June 30, 2022.
02. To declare Dividend for the year ended June 30, 2022 as recommended by the Board of Directors
03. To retire and reappoint of Directors under section 91(2) of the Companies Act 1994.
04. To re-appoint of the Managing Director.
05. To reappoint External/Statutory Auditor for the FY 2022-23 and fix their remuneration.
06. The appointment of Secretarial Auditor/Professional and fixation their fees for awarding certificate on compliance of corporate governance Code for the FY 2022-2023.

Dated, Dhaka

November 7, 2022

By Order of the Board

Sd/-

Md. Asaduzzaman ACS
Company Secretary

1. **December 01, 2022 is scheduled as Record Date** for the 30th AGM of the company. Shareholders whose name will appear on the Register of Members/CDS record on the Record Date will be eligible to attend the meeting and entitled for dividend.
2. A member entitled to attend and vote at the 30th Annual General Meeting can appoint a proxy to attend the meeting and vote on his/her behalf. The proxy form duly stamped with revenue stamp of Taka 20.00 must be send at the Company Affairs & Secretariat Department (CASD) of the company at Plot-3, Block-G, Umme Kulsum Road, Bashundhara R/A, Dhaka or through e-mail m.asad@bashundhara.com or sohrab.hossain@bashundhara.com which is not later than 48 hours before the appointed time of the meeting.
3. Written queries, if any, expected to be replied at the 30th Annual General Meeting on the Directors' and Auditors' Reports and Audited Accounts for the year ended June 30, 2022 should reach at the CASD of the company at least 3 days before the meeting for the sake of convenience of appropriate explanation.
4. The shareholders will join the Virtual AGM of MCML through the link prior to 24 hours of the meeting. The shareholders will be able to registration, comments and vote before commencement of the AGM and during the AGM.
5. Shareholders bearing BO ID are requested to update the particulars of Bank A/C, e-mail address, change of address and 12-digit Tax payers' identification number (e-Tin) through their depository participant (DP) before **December 01, 2022**. If the shareholders failed to upload their e-Tin before **December 01, 2022** income tax at source will be deducted from payable dividend @15% instead of @10% as per amendment Income Tax Ordinance, 1984 under section 54. The Shareholders who are maintaining folio no. are also requested to submit their e-Tin before **December 01, 2022** to the CASD of MCML.
6. As per notification of BSEC, the soft copy of Annual Report will be sent to the shareholders' e-mail address available in their BO Accounts maintained by the Depository Participant (DP). The soft copy of Annual Report FY 2021-22 and Proxy Form will also be available in the company's website at <http://www.meghnacement.com>. The shareholders may also collect the printed copy of Annual Report FY 2021-22 from the CASD of the company.
7. Depository Participants/Stock Broker are requested to send the list of margin account holders based on record date i.e. **December 01, 2022**. If any, within the **December 10, 2022** to the company through hard copy or e-mail m.asad@bashundhara.com or sohrab.hossain@bashundhara.com otherwise, the dividend will be paid to the shareholders whose names appeared in the Member/Depository Register on the "Record Date".