



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 of the 28th Annual General Meeting

Notice is hereby given that the 28th Annual General Meeting of the Shareholders of Meghna Cement Mills Ltd will be held on Monday, 07 December 2020 at 11:30 a.m. through Digital Platform to transact the following business:

Ordinary Business

Agenda 01	:	To receive, consider and adopt the Directors' Report, Auditors' Report and the Audited Accounts of the Company for the Financial Year ended on 30 June 2020;
Agenda 02	:	To approve the Dividends for the Financial Year ended on 30 June 2020;
Agenda 03	:	To elect the Directors in place of those who shall retire by rotation in accordance with the provision of Articles of Association of the Company;
Agenda 04	:	To appoint Auditors for the Financial Year 2020-2021 and to fix their remuneration;
Agenda 05	:	To confirm the appointment of CG (Certificate) Auditor for the Financial Year 2019-2020 and to appoint CG (Certificate) Auditor for the Financial Year 2020-2021 and to fix their remuneration.

Date: 22 November 2020

By Order of the Board of Directors

Sd/-

Shahriar Molla ACS

Company Secretary

Notes-

- i. The Board recommended 5% cash and 5% stock dividend on total shareholding for the financial year ended on 30 June ,2020;
- ii. The Record Date of the Company has been fixed on 26/11/2020. Members whose names appeared in the Company's Member register (certificated and depository) at the close of business on the Record Date be entitled to attend the Annual General Meeting and to receive the dividends;
- iii. Any member entitled to attend and vote at the Annual General Meeting may appoint a proxy on his/her behalf provided that such proxy must be a member of the company. The Proxy Form (attached with the Annual Report) must be affixed with revenue stamp of Tk. 20/- and should be deposited at the Share Office of the Company or email at sohrab.hossain@bg.com.bd not later than 72 hours before the time fixed for the Meeting;
- iv. Members are requested to notify the changes of their addresses including email addresses (if any), through their respective Depository Participants well in time;
- v. The 28th AGM will be conducted through Digital Platform in accordance with the order no. SEC/SRMRC/04-231/25 dated on 08 July 2020 of Bangladesh Securities Exchange and Commission;
- vi. Detail login process for the meeting will be available in the Company's website at <http://www.meghnacement.com/> and the link will be e-mailed to the respective shareholders email address, available at the registers;
- vii. In compliance with the BSEC's Notification No. SEC/SRMI/2000-953/1950 dated 24 October 2000 "(c) no benefit in cash or kind, other than in the form of cash dividend or stock dividend, shall be paid to the holders of equity securities." for attending the AGM of the Company;
- viii. As per condition no. 9(1) & (2) of the BSEC/CMRCD/2006-158/208/Admin/81, the soft copy of Annual Report of FY 2019-2020 of this Company to be sent through the email, Shareholders may collect the same from the Share Department of the Company by submitting written request. The Annual Report is uploaded on the Company's website at: <http://www.meghnacement.com/>.