



Rupali Insurance Company Limited

**Registered Office : Rupali Bima Bhaban
7, RAJUK Avenue, Dhaka-1000, Bangladesh**

NOTICE OF THE 34th ANNUAL GENERAL MEETING (VIRTUAL) THROUGH DIGITAL PLATFORM

Notice is hereby given that the 34th Annual General Meeting of Rupali Insurance Company Limited will be held virtually by using digital platform through the link: <https://www.rupaliinsurance.com> on Tuesday, the 2nd August, 2022 at 11.00 A. M. to transact the following business.

1. To receive and adopt the Directors' Report and Audited Accounts for the year ended 31st December, 2021 and Auditors' Report thereon.
2. To declare Dividend for the year ended 31st December, 2021 as recommended by the Board of Directors.
3. To elect/re-elect Directors.
4. To approve the appoint/re-appoint of Statutory Auditors for the year 2022 and fix their remuneration.
5. To approve the appoint/re-appoint of Compliance Auditors for the year 2022 and fix their remuneration.

By order of the Board of Directors


P. K. Roy, FCA, FCS

Chief Executive Officer

Dated, Dhaka
July 14, 2022

Notes:

1. The '**Record Date**' is fixed on **Wednesday, June 08, 2022**. The Shareholders, whose names will appear in the Share Register of the Company at the close of business on the record date, will be eligible to attend the Meeting and dividend.
2. Pursuant to the Bangladesh Securities and Exchange Commission's Order No. SEC/SR-MIC/94-231/91 dated 31st March 2021, the AGM will be virtual meeting of the shareholders, which will be conducted via live webcast by using digital platform. The detailed procedures to attend the meeting will be communicated to the shareholder's e-mail ID in due course and it will also be available on the company's website at www.rupaliinsurance.com
3. For login to the system, the shareholders need to put their 16-digit Beneficial Owners (BO) ID/Folio Number and other credentials as proof of their identity by visiting the link: <https://www.rupaliinsurance.com> The shareholders will be able to submit their questions /comments electronically 24 hours before commencement of the AGM and during the AGM.
4. The shareholders are encouraged to login to the system prior to the meeting at 11.00 A.M. on Tuesday, 2nd August, 2022. The webcast will start at 11.00 A. M. shareholders may contact Mobile No. 01818-777797 for any IT related guidance in accessing the virtual meeting and Mobile No. 01818-680664 for share related issue.
5. Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification No-BSEC/CMRRCD/2006-158/208/Admin/81 dated 20th June 2018, the soft copy of the Annual Report- 2021 has already been sent to the e-mail addresses of the shareholders available in their Beneficial Owners (BO) accounts maintained with the Depository. These are also available in the Company's website at: www.rupaliinsurance.com
6. A shareholder eligible to attend the Annual General Meeting may appoint a proxy to attend and vote on his/her behalf. No person shall act as proxy unless he/she is entitled to be present and vote in his/her own right. The "Proxy Form" duly filled, signed and stamped at BDT 20/- must be sent through e-mail to Share department at share@rupaliinsurance.com of Rupali insurance Co. Ltd. no later than 48 hours before commencement of the AGM.
7. Shareholders are requested to notify their changes of address, if any.