



Rupali Insurance Company Limited

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

NOTICE OF THE 32nd ANNUAL GENERAL MEETING (VIRTUAL) THROUGH DIGITAL PLATFORM

Notice is hereby given that the 32nd Annual General Meeting of Rupali Insurance Company Limited will be held virtually by using zoom digital platform through the link: <https://us02web.zoom.us/j> on Tuesday, the 1st September, 2020 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, 2019 and Auditors' Report thereon.
2. To declare Dividend for the year ended 31st December, 2019 as recommended by the Board of Directors.
3. To elect/re-elect Directors.
4. To appoint/re-appoint Auditors for the year 2020 and fix their remuneration.
5. To appoint Compliance Auditors for the year 2020 and fix their remuneration.
6. To transact any other business which may be placed before the meeting with the permission of the Chair.

By order of the Board of Directors


P. K. Roy, FCA, FCS

Chief Executive Officer

Dated : Dhaka, July 30, 2020

Notes:

- a) The '**Record Date**' is fixed on **Thursday, August 06, 2020**. 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.
- b) Pursuant to the Bangladesh Securities and Exchange Commission's Order No. SEC/SRMIC/04-231/932 dated 24th March 2020, the AGM will be virtual meeting of the Members, which will be conducted via live webcast by using zoom 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
- c) For login to the system, the members 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://us02web.zoom.us/j> . The Members will be able to submit their questions / comments electronically 24 hours before commencement of the AGM and during the AGM.
- d) The members are encouraged to login to the system prior to the meeting at 11.00 A.M. on Tuesday, 1st September, 2020. The webcast will start at 11.00 A. M. Members may contact Mobile No.01627-432757 for any IT related guidance in accessing the virtual meeting and Mobile No. 01818-680664 for share related issue.
- e) 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-2019 has already been sent to the e-mail addresses of the members available in their Beneficial Owners (BO) accounts maintained with the Depository. These are also available in the Company's website at: www.rupaliinsurance.com
- f) A member 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 Rupali insurance Co. Ltd. Share department at share@rupaliinsurance.com no later than 72 hours before commencement of the AGM.
- g) Members are requested to notify their changes of address, if any.