



মার্কাণ্টাইল ইনস্যুরেন্স কোম্পানী লিঃ  
MERCANTILE INSURANCE COMPANY LTD.

Head Office : Red Crescent House, 61, Motijheel C/A.(1<sup>st</sup> Floor), Dhaka-1000

### **NOTICE OF THE 24<sup>th</sup> ANNUAL GENERAL MEETING**

Notice is hereby given that the 24<sup>th</sup> Annual General Meeting ( AGM) of Mercantile Insurance Company Limited will be held Virtually by using Digital Platform on "Zoom" apps on Sunday 27 September 2020 at 11:00 a.m. to transact the following business:-

1. To receive and adopt the Directors Report, the Auditors' Report and the Audited Financial Statements for the year ended 31 December 2019 and thereon.
2. To declare 7% (Seven percent) cash Dividend only to all shareholders only for the year ended 2019 as recommended by the Board of Directors (subject to approval of the forth coming AGM.
3. To elect/ Re-elect Directors as per the relevant legislation.
4. To consider appointment of Auditors for the year 2020 and to fix their remuneration.
5. To appoint Compliance Auditors for the year 2020 and to fix their remuneration.
6. To transact any other business of the Company with the permission of the Chair.

Dated, Dhaka  
21 July 2020

By order of the Board of Directors

Abdur Rahman

SEVP & Company Secretary

#### **Notes :**

1. The Record date is **16/08/2020** . The Shareholders whose name will be appeared in the depository register of the company on the record date, will be eligible to attend the 24<sup>th</sup> Annual General Meeting (AGM) and entitled to receive the dividend, as approved.
2. A member entitled to attend and vote at this virtual AGM may appoint a Proxy to attend and vote in his/her stead. The scanned copy of "Proxy Form" duly filled, signed and stamped at BDT 20/- must be sent through email to [mercantileins2017@gmail.com](mailto:mercantileins2017@gmail.com) no later than 72 hours before commencement of the AGM.
3. Concerned Depository Participants (DP)/Stock Brokers are requested to provide us with a list of their margin loan holders who hold MICL shares, as on record date with details of shareholders' name, BO ID, Shareholding position, Cash dividend receivable, Income tax etc. within 16 August 2020, along with the name of the contact person to the Share Department of the Company or at [mercantileins2017@gmail.com](mailto:mercantileins2017@gmail.com), otherwise dividend will be paid to bank account of the member whose name would appear on the Record Date.
4. The members will be able to submit their questions/comments and vote electronically 24 hours before commencement of the AGM and during the AGM. For logging into the system the members' need to put their 16-digit BO ID/Folio Number and other credential as proof of their identity through the mentioned E-mail.
5. Shareholders are requested to login into the system prior to starting of the meeting. The webcast will start at 10:00 am. Full login process to the digital platform on "Zoom" apps meeting will also be available in the Company's website [www.mercantileins.com](http://www.mercantileins.com) . For any technical difficulties in accessing the virtual meeting, the members' are requested to contact at the Head Office 02-9557662-65 within office hours from 10.00 am to 5.00 pm sharp.
6. The soft copy of Annual Report-2019 will be forwarded to the email address of the shareholders available in their BO account maintained with Depository Participant (DP). The Annual Report- 2019 and Proxy Form will be available in the Company's website at [www.mercantileins.com](http://www.mercantileins.com).