



ক্রিস্টাল ইন্স্যুরেন্স পিএলসি Crystal Insurance PLC

Date: February 24, 2025

Notice of the 25th Annual General Meeting.

Notice is hereby given that the 25th Annual General Meeting (AGM) of the Shareholders of Crystal Insurance PLC will be held on Sunday, March 23, 2025 at 11:30 a.m. by using hybrid system: i.e. combination of physical presence at Holiday Inn Dhaka City Center, 23, Shahid Tajuddin Ahmed Sharani, Tejgaon, Dhaka and using Digital Platform link <https://crystalinsurance.bdvirtualagm.com> to transact the following businesses:

AGENDA

1. To receive, consider and adopt the audited Financial Statements of the Company for the year ended 31st December 2024 and the Directors Report and the Auditors report thereon.
2. To approve Dividend for the year ended 31st December 2024.
3. To elect Directors in terms of the relevant provision of Articles of Association.
4. To appoint the Statutory Auditors for the year 2025 and to fix their remuneration.
5. To appoint Compliance Auditors for the year 2025 in order to issue the Certificate on Compliance of Corporate governance.

By order of the Board of Directors

(M Mahfuzur Rahman FCA)
Company Secretary

Notes:

- 2nd March, 2025 shall be considered as the 'Record Date' for entitlement of cash dividend.
- Pursuant to the Bangladesh Securities and Exchange Commission's (BSEC) Letter No. BSEC/ICAD/SRIC/2024/318/09 dated January 16, 2024; the AGM will be held Hybrid System.
- Valued shareholders are requested to update their E-mails, addresses and the bank account information (if required) in their respective BO/Folio accounts before 2nd March, 2025.
- Shareholders bearing BO numbers are advised to update their BO Account information by inserting 12 digit e-TIN number through Depository Participants (DP) and Shareholders bearing Folio numbers are requested to submit their 12 digits e-Tin to the Share Department of the Company by 2nd March, 2025
- As per Bangladesh Securities and Exchange Commission Notification no. SEC/CMRRCD/2006-158/208/Admin/81 dated 20th June 2018 the Soft Copy of the Annual Report 2024 will be sent to the email addresses of the Members available in their BO Accounts maintained with the Depository and will also be available in the company website at www.ciplcbd.com
- A Member entitled to attend and vote at the AGM may appoint a Proxy to attend and vote instead, duly filled signed and stamped Proxy Form must be sent through email to the Share Dept. at least 72 hours before commencement of the AGM at sharedept@ciplcbd.com
- Shareholders are requested to check and update their BOID's Bank A/c details along with Routing Number to get Dividend online through BEFTN System.
- Depository Participants (DP)/Stock Brokers are requested to send the list of Margin Account Holders based on Record Date, if any, within 19th March, 2025 to the Company's Registered Office and Email- sharedept@ciplcbd.com