



ক্রিস্টাল ইন্স্যুরেন্স কোম্পানী লিমিটেড Crystal Insurance Company Limited

Date: March 10, 2024

Notice of the 24th Annual General Meeting.

Notice is hereby given that the 24th Annual General Meeting (AGM) of the Shareholders of Crystal Insurance Company Limited will be held on Sunday, March 31, 2024 at 11:30 a.m. by using hybrid system: i.e. combination of physical presence at Trust Milonayaton, Old Airport Road, Cantonment, Dhaka-1216 and using Digital Platform link <http://crystalinsurance.bdvirtualagm.com> to transact the following businesses:

AGENDA

A. Ordinary Business:

1. To receive, consider and adopt the audited Financial Statements of the Company for the year ended 31st December 2023 and the Directors Report and the Auditors report thereon.
2. To approve Dividend for the year ended 31st December 2023.
3. To elect Directors in terms of the relevant provision of Articles of Association.
4. To appoint the Statutory Auditors for the year 2024 and to fix their remuneration.
5. To appoint Compliance Auditors for the year 2024 in order to issue the Certificate on Compliance of Corporate governance.
6. To approve the Re-Appointment of Independent Directors.

B. Special Business:

1. To change the registered name of the Company to 'Crystal Insurance PLC' from 'Crystal Insurance Company Limited'

The following special resolution is proposed to be passed with or without modification to adopt the change of the registered name of the Company to 'Crystal Insurance PLC' from 'Crystal Insurance Company Limited' in accordance with the Companies Act, 1994 (amended in 2020) and to amend the relevant Clauses of the Memorandum & Articles of Association of the Company.

"Resolved that the proposal for changing the registered name of the Company to 'Crystal Insurance PLC' from 'Crystal Insurance Company Limited' in accordance with the Companies Act, 1994 (amended in 2020) and amendment in the relevant Clauses of the Memorandum & Articles of Association of the Company be and is hereby approved subject to approval of the Regulatory Authorities."

By order of the Board of Directors


(S M Shahidullah)
Company Secretary

Registered Office & Corporate Office :

DR Tower (14th Floor), 65/2/2, Purana Paltan, Box Culvert Road, Dhaka-1000, Bangladesh

Tel : (PABX) : 55112733-38 (Hunting), Fax : +88-02-55112742, E-mail:info@ciclbd.com, Web: www.ciclbd.com



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Notes:

- 12th March, 2024 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 12th March, 2024.
- 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 12th March, 2024.
- 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 2023 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.ciclb.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@ciclb.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 20th March, 2024 to the Company's Registered Office and Email-sharedept@ciclb.com.

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