

Date: May 16, 2021



NOTICE OF THE 21ST ANNUAL GENERAL MEETING.

Notice is hereby given that the 21st Annual General Meeting (AGM) of the Shareholders of Crystal Insurance Company Limited will be held on Thursday, June 10, 2021 at 3:00 p.m.

The AGM will be held virtually by using Digital Platform through the 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 2020 and the Directors Report and the Auditors report thereon.
2. To approve Dividend for the year ended 31st December 2020.
3. To elect Directors in terms of the relevant provision of Articles of Association.
4. To appoint the Statutory Auditors for the year 2021 and to fix their remuneration.
5. To appoint Compliance Auditors for the year 2021 in order to issue the Certificate on Compliance of Corporate governance.
6. To approve the Re-appointment of Independent Directors and to appoint of new Independent Directors.
7. To approve the appointment of new Director in place of Late Abdullah Al Mamun Former Director of the Company.

By order of the Board of Director



S. M. Shahidullah, Cert CII (UK)
Company Secretary

Notes:-

- 17th May 2021 shall be considered as the 'Record Date' for entitlement of cash dividend.
- Pursuant to the Bangladesh Securities and Exchange Commission's (BSEC) Directive No, SEC/SRMIC/94-231/91 dated March 31, 2021, the AGM will be held through digital platform.
- Valued shareholders are requested to update their E mails, addresses and the bank account information (if required) in their respective BO/Folio accounts before 17th May 2021.
- 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 17th May 2021.
- As per Bangladesh Securities and Exchange Commission Notification no. SEC/CMRRC/2006-158/208/Admin/81 dated 20th June 2018 the Soft Copy of the Annual Report 2020 will be sent to the email addresses of the Members available in their BO Accounts maintained with the Depository. The Soft copy of the Annual Report 2020 will also be available in the company website at www.ciclbd.com.
- A Member entitled to attend and vote at the AGM may appoint a Proxy to attend and vote instead, duly filled Proxy Form must be sent through email to the Share Dept at least 72 hours before commencement of the AGM at sharedept@ciclbd.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.