



# ক্রিস্টাল ইন্স্যুরেন্স কোম্পানী লিমিটেড Crystal Insurance Company Limited

Date: May 21, 2023

## Notice of the 23<sup>rd</sup> Annual General Meeting.

Notice is hereby given that the 23<sup>rd</sup> Annual General Meeting (AGM) of the Shareholders of Crystal Insurance Company Limited will be held on **Sunday, June 18, 2023 at 11:30 a.m.** The AGM will be held virtually by using Digital Platform through the link <http://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 2022 and the Directors Report and the Auditors report thereon.
2. To approve Dividend for the year ended 31st December 2022.
3. To elect Directors in terms of the relevant provision of Articles of Association.
4. To appoint the Statutory Auditors for the year 2023 and to fix their remuneration.
5. To appoint Compliance Auditors for the year 2023 in order to issue the Certificate on Compliance of Corporate governance.

By order of the Board of Directors

  
(S.M. Shahidullah)  
Company Secretary

### Notes:

- 14<sup>th</sup> May 2023 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 Emails, addresses and the bank account information (if required) in their respective BO/Folio accounts before 14<sup>th</sup> May 2023.
- 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 14<sup>th</sup> May 2023.
- 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 2022 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 2022 will also be available in the company website at [www.ciclbd.com](http://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](mailto: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.

### Registered Office & Corporate Office :

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

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