

43rd Annual General Meeting Notice

IMPORTANT

Notice is hereby given that the 43rd Annual General Meeting (AGM) of Sonali Paper & Board Mills Limited will be held on Thursday, December 24, 2020 at 11:00 a.m. at virtually by using digital platform through the link <http://sonalipapr43rdagm.digitalagmbd.net> (Pursuant to the Bangladesh Securities and Exchange Commission's (BSEC) Order No. BSEC/SRMIC/94-231/25 dated July, 2020) to transact the following businesses:

1. To receive, consider and adopt the Audited Financial Statements for the year ended 30 June, 2020 together with the Report of the Directors' and the Auditors' thereon.
2. To approve the dividend for the year ended 30 June, 2020 as recommended by the Board of Directors.
3. To elect/re-elect/resign Directors as per terms of the relevant provision of Articles of Association.
4. To appoint Statutory Auditors and to fix their remuneration.
5. To appoint Auditors/Professionals for Compliance of Corporate Governance Code.

Dated: December 07 2020

By order of the Board



(Md. Rashedul Hossain)
Company Secretary

Notes:

- i. Shareholder's name appearing in the Member/Depository Register of the company as on Record Date i.e. November 19, 2020 will be eligible to attend the 43rd Annual General Meeting (AGM) and receive dividend.
- ii. Pursuant to the Bangladesh Securities and Exchange Commission's (BSEC) Notification No. BSEC/CMRRCD/2006-158/208/Admin81 dated June 20, 2018, soft copy of the Annual Report-2019-2020 will be sent to shareholders respective email addresses as available in their Beneficiary Owner (BO) Accounts maintained with the CDBL. Soft copy of the Annual Report 2019-2020 will also be available at the Company's Website at: www.spbmlbd.com
- iii. A member entitled to attend and vote at the 43rd Annual General Meeting can appoint a proxy to attend the meeting and vote on his/her behalf. The proxy form duly stamped with revenue stamp of Taka 10.00 must be sent at the share department of the company at 51, Central Road, Dhanmondi, Dhaka-1205 or through e-mail spshare@younusgroup.com not later than 48 hours before the appointed time of the meeting.
- iv. The shareholders will join the Virtual AGM of SPBML through the link prior of 24 hours of the meeting. The shareholders will be able to complete registration, comment and vote before commencement of the AGM and during the AGM.
- v. Shareholders bearing BO ID are requested to update the particulars of Bank A/C, e-mail address, change of address and 12 digit Tax payers' identification number (e-Tin) through their depository participant (DP) before December 20, 2020. If the shareholders fail to upload their e-Tin before December 20, 2020 income tax at source will be deducted from payable dividend @ 15% instead of @ 10% as per amendment Income Tax Ordinance, 1984 under section 54. The Shareholders maintaining folio no. are also requested to submit their e-Tin before December 20, 2020 to the Share Department of SPBML, 51, Central Road, Dhanmondi, Dhaka-1205.
- vi. Depository participants/ Stock Brokers are requested to send the list of margin account holders based on record date i.e. November 19, 2020, if any within December 30, 2020 to the company through hard copy or e-mail spshare@younusgroup.com, otherwise, the dividend will be paid to the shareholders whose names appeared in the Member/Depository Register on the "Record Date".
- vii. In case of non receipt of the Annual Report of FY 2019-2020 of the Company sent through the email, Shareholders may collect the same from the share office of the Company.