

## NOTICE OF THE 23<sup>rd</sup> ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 23<sup>rd</sup> Annual General Meeting (AGM) of the Shareholders of Summit Power Limited will be held on Monday, 14<sup>th</sup> December 2020 at 11.00 a.m. The AGM will be held virtually by using digital platform through the following link <https://summitpower.bdvirtualagm.com> to transact the following businesses:

### Agenda

- 1 To receive and adopt the Directors' Report and the Audited Financial Statements for the year ended on 30<sup>th</sup> June 2020 together with the Auditor's Report thereon.
- 2 To approve dividend for the year ended on 30<sup>th</sup> June 2020 as recommended by the Board of Directors.
- 3 To elect Directors in place of those retiring under Articles 23(a) and 20(c) of the Company's Articles of Association;
- 4 To appoint Statutory Auditor for the year ending on 30<sup>th</sup> June 2021 and to fix their remuneration.
- 5 To appoint a Professional Accountant/Secretary for certification on compliance of the Corporate Governance Code for the year ending on 30<sup>th</sup> June 2021 and to fix remuneration thereon.

Dhaka, 23<sup>rd</sup> November 2020

By order of the Board of Directors  
S/d-  
**(Swapon Kumar Pal, FCA)**  
Company Secretary

### Notes

- The Members whose names appeared on the Members/ Depository Register as on the "Record Date" i.e. 15<sup>th</sup> November 2020 are eligible to participate in the 23<sup>rd</sup> Annual General Meeting (AGM) and receive dividend.
- Pursuant to the Bangladesh Securities and Exchange Commission's Order No. SEC/SRMIC/94-231/25 dated 8<sup>th</sup> July 2020, the AGM will be virtual meeting of the Members, which will be conducted via live webcast by using digital platform.
- The Members will be able to submit their questions/comments and vote electronically 24 hours before commencement of the AGM and during the AGM. For logging in to the system, the Members need to put their 16-digit Beneficial Owner (BO) ID number and other credential as proof of their identity by visiting the link <https://summitpower.bdvirtualagm.com>
- We encourage the Members to log in to the system prior to the meeting start time of 11:00 am (Bangladesh Standard Time) on 14<sup>th</sup> December 2020. Please allow ample time to login and establish your connectivity. The webcast will start at 11:00 am (Bangladesh Standard Time). Please contact +8801716530922 for any technical difficulties in accessing the virtual meeting.
- A Member entitled to attend and vote at the AGM may appoint a Proxy to attend and vote in his/her stead. The "Proxy Form", duly filled in signed and stamped with BDT 20 must be sent through email to SPL Share Office at [spl.investorrelations@summit-centre.com](mailto:spl.investorrelations@summit-centre.com) no later than 48 hours before the commencement of the AGM.
- Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification No. BSEC/CMRRCD/2006-158/208/Admin/81 dated 20 June 2018, the soft copy of the Annual Report 2019-20 is to be sent to the email addresses of the Members available in their Beneficial Owner (BO) accounts maintained with the Depository. The soft copy of the Annual Report 2019-20 will also be available on the Investor Relations section of the Company's website at: <https://summitpowerinternational.com/spl-annual-report>
- The concerned Brokerage House are requested to provide us with a statement with the details (shareholder name, BO ID number, client-wise shareholding position, gross dividend receivable, applicable tax rate and net dividend receivable) of their margin loan holders who holds Summit Power Limited's Shares, as on the "Record Date", along with the name of the contact person in this connection, to the Company's Corporate Office (Summit Centre, 9<sup>th</sup> Floor, 18 Kawran Bazar C/A, Dhaka - 1215) on or before 10<sup>th</sup> December 2020.