

## NOTICE OF THE 29<sup>th</sup> ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 29th Annual General Meeting (AGM) of the Shareholders of Al-Arafah Islami Bank PLC will be held on Sunday the 18th August, 2024 at 11.30 AM virtually by using digital platform through the link <https://aibplc.bdvirtualagm.com> (in pursuance with Bangladesh Securities and Exchange Commission's Order No. SEC/SRMIC/04-231/932, dated 24 March 2020 and SEC/SRMIC/94-231/91, dated 31 March 2021 and BSEC/ICAD/SRIC/2024/318/87, dated 27 March, 2024) to transact the following businesses and to adopt necessary resolutions:

### AGENDA

#### Ordinary Business:

- 1) To receive, consider and adopt the Audited Financial Statements of the Company for the year ended December 31, 2023 along with the Reports of the Directors and the Auditors thereon.
- 2) To approve Dividend for the year ended December 31, 2023 as recommended by the Board of Directors.
- 3) To appoint External Auditors of the Company for the term until the conclusion of the next Annual General Meeting and to fix their remuneration.
- 4) To appoint Certification Auditor of the Company as per Corporate Governance Code-2018 for the year 2024 and to fix their remuneration.
- 5) To elect/re-elect Directors.
- 6) To approve the appointment of Mr. Mahbul Alam as Independent Director for the 2nd term w.e.f. 24.07.2023 to 23.07.2026.
- 7) Any other matter with the permission of the chairman (if any).

All Hon'ble Shareholders of the company are requested to participate in the AGM virtually by using above link well in time.

By order of the Board

Date: Dhaka  
June 27, 2024



(Mohammed Nizam Uddin Bhuiyan)  
Company Secretary  
Phone: +8802-44850027

#### NOTES:

1. The Board of Directors has recommended for 10% Cash Dividend and 5% Stock Dividend (Bonus Share) from profit of the Bank as at the close of Business on 31 December, 2023.
2. Shareholders whose names appear in the Register of members as at the close of business on the "Record Date" i.e. 9th June, 2024 will be eligible to join the Annual General Meeting (AGM) and entitled to the dividend, as approved.
3. A member will be eligible to join and vote at this virtual AGM may appoint a proxy to attend and vote on his/her behalf. Proxy Form duly stamped must be submitted at the Registered Office of the Company not later than 48 hours before the time of holding the meeting;
4. Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification, the soft copies of the Annual Report 2023, will be sent to the email addresses of the shareholders available in the respective Beneficial Owner (BO) Accounts maintained with the Depository Participants (DPs) on the Record Date. The Annual Report 2023, will also be available at the bank's website [www.aibl.com.bd](http://www.aibl.com.bd).
5. Concerned Depository participants (DP)/Stock Brokers are requested to provide us with a list of their margin loan holders who hold AIBL shares, as on record date with the details of Shareholders' name, BO ID, shareholding position, cash dividend receivable, tax rate etc. within August 03, 2024 along with the name of the contact person to the Share Department of the Company or at [share@aibl.com.bd](mailto:share@aibl.com.bd) otherwise dividends will be paid to bank accounts of the members whose name would appear on the 'Record Date'. The DP/Stock Brokers are requested to provide us with their Bank Account name & number, routing number etc. to mentioned email address for receiving the dividends of their margin loan holders.
6. The shareholders will join the virtual AGM through the link <https://aibplc.bdvirtualagm.com>. The shareholders will be able to submit their questions/comments electronically before 24 (twenty-four) hours of commencement of the AGM through this link and also during the Annual General Meeting. In order to login for the virtual AGM, the shareholders need to click on the link and provide their 16-digit Beneficiary Owners (BO) account number or 6-digit Folio number, name of shareholders, their number of shares and mobile no or email number.
7. The shareholders are requested to update their respective BO accounts with mailing address, email address, contact number, bank details and 12 digits Taxpayer Identification Number (e-TIN) through Depository Participant (DP).
8. The Shareholders are requested to login to the system prior to starting of the meeting at 11.30 am on August 18, 2024 Sunday. On-line (real time) or e-voting option shall be opened at least 30 (thirty) hours but not exceeding 72 (seventy two) hours prior to start of general meeting and shall remain open up to the closure of general meeting. Any IT related guidance and help with the login process the respected members may contact at +88024485005-20, (Ext-212-215) visit [www.aibl.com.bd](http://www.aibl.com.bd) website.
9. In compliance with the Bangladesh Securities and Exchange Commission's Circular No. SEC/CMRRCD/2009-193/154 dated October 24, 2013 and listing regulations of Stock Exchanges, No Gift/Gift Coupon/Food Box shall be distributed at the ensuing 29th AGM.