



Union Capital Limited
Building a sustainable future

Registered office:

bti Landmark (Level-8), Plot-16,
Gulshan Avenue, Gulshan-1, Dhaka-1212
Phone: 880-2-48811505-09, Fax: 880-2-48811510
E-mail: mailbox@unicap-bd.com

[Incorporated in Bangladesh]; [Registration number: C-36021(321/98)]; [Share code: UNIONCAP]

NOTICE OF THE TWENTY-SECOND ANNUAL GENERAL MEETING

Notice is hereby given that the 22nd Annual General Meeting of the Company will be held on Thursday, 17 September 2020 at 11:00 a.m. via live webcast by using Digital Platform to deal with the following businesses in the manner required by the Companies Act, 1994:

- AGM 20-22-01 : Receive and adopt the Audited Financial Statements of the Company as of and for the year ended 31 December 2019 together with the reports of the Auditors and Directors thereon;
- AGM 20-22-02 : Declaration of dividend for the year 2019;
- AGM 20-22-03 : Retirement & re-appointment of Directors;
- AGM 20-22-04 : Appointment of the Auditors of the Company for the year 2020 and fixation of their remuneration;
- AGM 20-22-05 : Appointment of the Auditors for certification of the compliance of Corporate Governance Code (CGC) for the year 2020 and fixation of their remuneration.

By order of the Board,

sd/-

Tauhidul Ashraf FCS
EVP & Company Secretary
23 August 2020, Dhaka

Notes:

1. 24 August 2020 is the 'Record Date' to determine the Shareholders' entitlement for eligibility to attend and vote at the 22nd Annual General Meeting.
2. Pursuant to the Bangladesh Securities Exchange Commission's (BSEC) Order No. SEC/SRMIC/94-231/25 dated 08 July 2020, the imminent 22nd Annual General Meeting of the Company shall be conducted via live webcast by using Digital Platform.
3. Link for joining the AGM through Digital Platform and details login process will be notified to the shareholders' email address. Full login/participation process for the Digital Platform meeting will also be available on the website the Company: www.unicap-bd.com.
4. A member eligible to attend and vote at the Annual General Meeting may appoint a proxy to attend, speak and vote or abstain from voting in his/her/its/their stead. The Proxy Form duly completed and stamped must be submitted at the Registered Office of the Company not later than 72 hours before the time set for holding the meeting. Revenue Stamp of Tk. 20/- (Taka Twenty) only shall have to be affixed on the Proxy Form.
5. Members are requested to notify change of their address, bank account details, contact number, e-mail address and 12 digits E-TIN number (if any), through their respective Depository Participants before the Record Date.
6. As per Bangladesh Securities and Exchange Commission notification No. BSEC/CMRRCD/2006-158/208/ Admin/81, dated 20 June 2018 soft copies of the Annual Report along with the Attendance Slip, Proxy Form and the Notice will be forwarded to all the Members at their respective email address available with us as per CDBL record. These will also be available in the website of the company: www.unicap-bd.com. The printed annual report may be available if any shareholder requires in writing beforehand.