



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

NOTICE OF THE TWENTY-FIFTH ANNUAL GENERAL MEETING

Notice is hereby given that the 25th Annual General Meeting of the Company will be held on Tuesday, 28 November 2023 at 11:30 a.m. via live webcast by using Digital Platform through the link: <https://unicap.bdvirtualagm.com> to transact the following businesses:

- AGM 23-25-01 : Receive and adopt the Audited Financial Statements of the Company as of and for the year ended 31 December 2022 together with the reports of the Auditors and Directors thereon;
- AGM 23-25-02 : Approval of dividend for the year 2022;
- AGM 23-25-03 : Retirement & re-appointment of Directors;
- AGM 23-25-04 : Confirmation of the appointment/re-appointment of the Independent Directors;
- AGM 23-25-05 : Appointment of the Statutory Auditors of the Company for the year 2023 and fixation of their remuneration;
- AGM 23-25-06 : Appointment of the Auditors for certification on the compliance on conditions of Corporate Governance Code (CGC) for the year 2023 and fixation of their remuneration.

By order of the Board,

Sd/-

Md. Abdul Hannan

Company Secretary(CC)

06 November 2023, Dhaka

Notes:

1. Shareholder's appeared in the Members/Depository Register as on "Record Date" i.e. 04 October 2023 are eligible to attend and vote at the 25th Annual General Meeting.
2. Pursuant to the Bangladesh Securities Exchange Commission's (BSEC) Order No. SEC/SRMIC/94-231/91 dated 31 March 2021, the imminent 25th Annual General Meeting of the Company shall be conducted via live webcast by using Digital Platform.
3. Details login process for joining in AGM through Digital Platform will be notified to the shareholder's email address and will also be available in 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 commencement of the meeting. Revenue Stamp of Tk. 100/- (as per Finance Act 2022 and Bangladesh Gazette, Additional Edition published on 30 June 2022) only shall have to be affixed on the Proxy Form.
5. 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.