



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

NOTICE OF THE TWENTY-SIX ANNUAL GENERAL MEETING

Notice is hereby given that the 26th Annual General Meeting of the Company will be held on Tuesday, the 10 September 2024 at 11:30 a.m. through Hybrid System in combination of physical presence of shareholders at the venue i.e. Gulshan Shooting Club, Gulshan - 1, Dhaka - 1212 and also connection of shareholders by using digital platform through the link: <https://unicap.bdvirtualagm.com> to deal with the following businesses:

AGM 24-26-01 : Receive and adopt the Audited Financial Statements of the Company as of and for the year ended 31 December 2023 together with the reports of the Auditors and Directors thereon;

AGM 24-26-02 : Approval of dividend for the year 2023;

AGM 24-26-03 : Retirement & re-appointment of Directors;

AGM 24-26-04 : Appointment of the Auditors of the Company for the year 2024 and fixation of their remuneration;

AGM 24-26-05 : Appointment of the Auditors for certification on the compliance of Corporate Governance Code (CGC) for the year 2024 and fixation of their remuneration.

By order of the Board,

Sd/-

Md. Abdul Hannan

Company Secretary(CC)

20 August 2024, Dhaka

Notes:

1. Shareholder's appeared in the Members/Depository Register as on * "Record Date" i.e. 29 July 2024 are eligible to attend and vote at the 26th Annual General Meeting.

** Initially the Record Date was fixed as 28 July 2024 by the Board of Directors of the Company. Later, Dhaka Stock Exchange PLC, vide its letter ref: no: DSE-MOPS-LC-337/2024/4429(A) dated 24 July 2024 informed about shifting of the Record Date from 28 July 2024 to 29 July 2024 to facilitate spot settlement as per DSE/CSE (Settlement of Transaction) Regulations, 2023, due to Govt. declared General Holiday from 21 July 2024 to 23 July 2024.*

2. Pursuant to the Bangladesh Securities and Exchange Commission's Directive no: BSEC/ICAD/SRIC/2024/318/09 dated 16 January 2024, the imminent 26th Annual General Meeting of the Company will be conducted through Hybrid System in combination of physical presence of shareholders at the venue i.e. Gulshan Shooting Club, Gulshan - 1, Dhaka - 1212 and also connection of shareholders by using Digital/Online platform through the link: <https://unicap.bdvirtualagm.com>.
3. Details login process for joining in the AGM through Digital/Online Platform will be notified to the shareholder's email address. Full login and participation process for the Digital/Online Platform 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 the time set for holding the meeting. Revenue Stamp of Tk. 100/- (Taka One Hundred) 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 and Proxy Form 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.