



PRIME INSURANCE COMPANY LIMITED

Head Office : Unique Heights (9th Floor)
117, Kazi Nazrul Islam Avenue, Dhaka-1000

NOTICE OF THE 25th ANNUAL GENERAL MEETING

AGENDA

Ordinary Business:

1. Receive and adopt the Directors' Report and Audited Financial Statements for the year ended on December 31, 2020 and the audited Reports thereon.
2. Declare the Dividend for the year 2020.
3. Elect/re-elect the Directors.
4. Approval of appointment of Independent Director.
5. Appoint statutory auditors for the year 2021 & fix their remuneration.
6. Appoint compliance auditor & fix their remuneration.

By order of the Board of Directors

Enamul Haque Khan
Company Secretary

Notes:

- a. The Members, whose names appeared on the Members/Depository Register as on Record Date i.e. March 04, 2021, are eligible to attend and vote at the 25th Annual General Meeting (AGM) and receive dividend, if declared.
- b. Pursuant to the Bangladesh Securities & Exchange Commission's Order No. SEC/SRMIC/94-231/935 dated 11 June 2020, the AGM will be held virtually which will be conducted via live webcast by using digital platform.
- c. The members will be able to submit their question/comments and cast their votes electronically 24 hours before commencement of the AGM and during the AGM. For logging into 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://tinyurl.com/piclagm2021> which is also given to the Website of the Company i.e. www.prime-insurance.net. The link of the virtual AGM will also be sent to the email addresses and/or via SMS to the respected shareholders.
- d. The detailed procedures to participate in the virtual meeting and Frequently Asked Questions (FAQs) have been provided in the Investor Relation Section of the Company's Website at www.prime-insurance.net.
- e. We encourage the members to log into the system prior to the meeting start time at 11:00am (Dhaka time). Please contact +8801713331824 for technical difficulties in accessing the virtual meeting.
- f. Members entitled to attend and vote at the Annual General Meeting (AGM) may appoint a proxy to participate and vote on his/her stead. Appointer of the proxies is requested to collect the "Proxy Form", to fill up the Proxy Form and to send the duly signed Proxy Form to the Company no later than 72 hours before commencement of the AGM. Both the hardcopy and softcopy of the proxy Form be accepted for the smooth process of Proxy appointment. Soft copy of the Proxy Form only be received via email at info@prime-insurance.net.
- g. Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification No. BSEC/CMRRC-D/2006-158/208/Admin/81 dated 20 June 2018, the soft copy of the Annual Report-2020 be sent/sent to the email addresses of the Members available in their Beneficiary Owner Accounts maintained with the Depository. The members are requested to update their email address through their respective Depository Participant. The soft copy of the Annual Report 2020 will also be available on the investor relations section of the Company's website at www.prime-insurance.net.