

Notice of the 22nd Annual General Meeting

Notice is hereby given that the 22nd Annual General Meeting of Phoenix Finance & Investments Limited will be held on **June 29, 2017, Thursday at 11.30 a.m. at "Muktijuddho Smrity Milonayaton (1st Floor)"** at the Institution of Diploma Engineers, Bangladesh, 160/A Kakrail, VIP Road, Dhaka-1000 to transact the following business :

AGENDA

1. To receive, consider and adopt the Directors' Report, Audited Financial Statements along with Auditors Report thereon for the year ended on 31st December, 2016.
2. To declare 20% cash Dividend for the year ended on 31st December, 2016 as recommended by the Board of Directors.
3. To elect/reelect Directors in place of those who retired by rotation in accordance with the Articles of Association of the Company.
4. To appoint the Auditors of the Company for the year 2017 and to fix their remuneration.
5. To approve the appointment of Independent Director in the Board of Directors of the Company.
6. To transact any other business with the permission of the Chair.

By Order of the Board of Directors

Sd/-

Mohammad Sayduzzaman FCA, FCS
EVP & Head of Investment & Company Secretary

Date : June 13, 2017

NOTES :

- ❖ The Record Date was **4th May, 2017 (Thursday)**.
- ❖ The shareholders whose name appeared in the Share Register or depository register on the Record Date will be eligible to attend the meeting and will qualify for the Cash Dividend.
- ❖ Any member eligible to attend and vote at the Annual General Meeting of the Company may appoint a proxy to attend the meeting and vote on his/her behalf. Proxy Form must be affixed with revenue stamp of Tk.20.00 and should be deposited at the Share Department located at 'PHOENIX BHABAN' (2nd floor), 12 Dilkusha C/A, Dhaka not later than 72 hours before the time fixed for the AGM.
- ❖ Registration counter shall remain open from 9:00 am to 11:00 am.
- ❖ Honorable Shareholders are requested to update mailing Address, Bank Account no., Branch Routing no., Signature and other related information of their BO Account before record date.
- ❖ Honorable Shareholders are also requested to update their 12 Digits Taxpayer's Identification Number (e-TIN) through Depository Participant (DP) before record date, failing which Income Tax at source will be deducted from payable Dividend @15% instead of @ 10% as per amended IT Ordinance-1984 under section 54.
- ❖ Cash Dividend amount will be credited to the respective Bank account of the shareholder through BEFTN.

