

## Notice of the 53<sup>th</sup> Annual General Meeting

### Asiatic Laboratories Limited

42-43, Siddeshawri Circular Road, Treasure Island (5<sup>th</sup> Floor) Shantinagar, Dhaka-1217, Bangladesh.

Notice is hereby given to all the Shareholders of **Asiatic Laboratories Limited** that, the **53<sup>th</sup>** Annual General Meeting (AGM) of the Company will be held on **Thursday, 19<sup>th</sup> December 2024 at 11:00 A.M.** through Hybrid Systems on the selected venue at **Abacus Convention Center**, Red Crescent-Borak Tower, 71-72 Eskaton Garden, Dhaka-1000 as well as virtually by using “**Digital Platform**” as per BSEC order SEC/SRMIC/94-231/91 March 31, 2021 through the link <http://asiaticlab2023.hybridagmbd.net> to transact the following business.

#### AGENDA:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 30 June 2023, together with the report of the Directors’ and Auditors’ thereon;
2. To approve proposed dividend for the financial year ended June 30, 2023 as recommended by the Board;
3. To appoint Statutory Auditors for the financial year 2023-2024 and to fix their remuneration;
4. To appoint Compliance Auditors for the financial year 2023-2024 and to fix their remuneration;
5. To elect/re-elect the Directors who will retire by rotation as per relevant provisions of Article of Association;
6. To appoint or resignation of Independent Director
7. To transact any other business with the permission of the Chair.

By order of the Board of Directors

Place: Dhaka  
November 28, 2024 Company Secretary

**Ishtiaq Ahmed** Dated:

#### Notes:

1. The Shareholders whose names will appear in the Share Register of the Company or Depository Register of CDBL as on the **Record Date i.e. November 20, 2024** will be eligible to attend the 53<sup>th</sup> Annual General Meeting (AGM) and qualify for the dividend (i.e. ‘No’ Dividend recommended by the Board of Directors for the year ended 30 June 2023).
2. A member entitled to attend and vote at the Annual General Meeting may appoint a Proxy to attend and vote in his/her behalf. Proxy form must be affixed with requisite revenue stamp of Tk.100 and must be submitted at the registered office of the Company or through e-mail: [investor@asiaticpharma.com](mailto:investor@asiaticpharma.com), not more than 48 hours before the time fixed for the meeting.
3. Written queries, if any, expected to be replied at the 53<sup>th</sup> Annual General Meeting on the Directors’ and Auditors’ Reports and Audited Financial Statements for the year ended June 30, 2023 should reach at the share department of the company at least 2 days before the meeting for the sake of convenience of appropriate explanation.
4. The member will be able to submit their question/ comments through virtual link 24 hours before commencement of the AGM and during the AGM. For logging into the system, the members need to put their 16-digit beneficiary owner (BO) ID/Folio number and other credentials as proof of their identity by visiting the link <http://asiaticlab2023.hybridagmbd.net>
5. Shareholders bearing BO ID are requested to update the particulars of Bank A/C, e-mail address, change of address and 12-digit Tax payers’ identification number (e-Tin) through their depository participant (DP) to avoid deduction of 15% tax instead of 10% for individuals as per Section 117 of the Income Tax Act 2023.
6. As per notification of BSEC, the soft copy of Annual Report will be sent to the shareholders’ e-mail address available in their BO Accounts maintained by the Depository Participant (DP). The soft copy of Annual Report Financial Year 2022-2023 and Proxy Form will also be available in the company’s website at <http://www.asiaticpharma.com>. The shareholders may also collect the printed copy of Annual Report Financial Year 2022-2023 from the registered office of the company.
7. The concerned brokerage Houses/DP’s are requested to provide us a statement with the details (shareholders’ Names, BO ID Numbers, Client –wise shareholding position, Gross Dividend Receivables, applicable tax rate and Net Dividend Receivables) of their Margin Loan Holders who hold company’s share, as on the ‘Record Date’ along with the name of the contact Person in this connection, to the company’s share/registered office on or before 06<sup>th</sup> December 2024. The Merchant Banks and Depository Participants (DP) are also requested to provide us with their Bank Names, Account Numbers and Routing Numbers etc. The brokerage Houses/DP’s are requested to provide us with the record date shareholding/margin statement via e-mail [investor@asiaticpharma.com](mailto:investor@asiaticpharma.com) and hard copy courier to the company office. **Please contact at +8801937990004 for any queries.**

**N.B.** In compliance with the Bangladesh Securities and Exchange Commission’s circular no. SEC/CMRRCD/2009-193/154 dated October 24, 2013, and the listing Regulations of Stock Exchanges, no gift/gift coupon/food box/benefit in cash or in kind shall be distributed/ paid to the shareholders for attending the ensuing 53<sup>th</sup> Annual General meeting.