

NOTICE OF THE 21ST ANNUAL GENERAL MEETING



Corporate HQ
2/F HRC Bhaban, 46 Kawran Bazar C.A., Dhaka-1215

Notice is hereby given to all Shareholders of ONE Bank Limited (the 'Company') that the 21st Annual General Meeting of the Shareholders of the Company will be held on **August 13, 2020** at 11:00 a.m. at Police Convention Hall, Eskaton Garden Road, Ramna, Dhaka-1000 (By observing Social/Sitting Distancing & other health related advices/directives of the Directorate General of Health Services (DGHS) of GOB & WHO like hand washing, sanitization facilities at the entrance, etc.) to transact the following business and adopt necessary resolutions:

AGENDA

1. To receive, consider and adopt the Profit & Loss Accounts of the Company for the year ended December 31, 2019 and the Balance Sheet as at that date together with the Reports of the Directors and the Auditors thereon.
2. To approve Dividend out of the Profits for the year ended December 31, 2019.
3. To elect Directors in place of those who shall retire in accordance with the provisions of Law and the Articles of Association of the Company.
4. To appoint Auditors of the Company for the term until the conclusion of the next Annual General Meeting and to fix their remuneration.
5. To appoint Corporate Governance Compliance Auditors of the Company for the term until the conclusion of the next Annual General Meeting and to fix their remuneration.

By order of the Board of Directors,

A handwritten signature in black ink, appearing to read 'John Sarkar'.

John Sarkar
DMD & Company Secretary

Dhaka
June 25, 2020

NOTES:

- a. The 'Record Date' shall be **July 16, 2020**.
- b. The Shareholders whose names appear in the Register of Shareholders of the Company as at the close of the business on **July 16, 2020** will only be entitled to the Dividends, if any, declared in the AGM.
- c. The Board of Directors has recommended 5% cash and 5% Stock Dividends for the year 2019.
- d. Any Shareholder of the Company entitled to attend and vote at the General Meeting may appoint a proxy to attend and vote on his/her behalf.
- e. The instrument appointing proxy duly signed by the Shareholder and stamped of BDT 20.00 must be submitted at the Registered Office of the Company at least 48 hours before the Meeting.
- f. Directors' report and Audited Financial Statements of the Bank for the year ended 31st December 2019 together with the Auditors' Report thereon shall be available on the Bank's website www.onebank.com.bd from July 21, 2020 onwards.
- g. Shareholders are requested to update their Bank Account Numbers, Addresses, Cell Numbers through their respective BO Account with **12 digit Taxpayer's Identification Number (e-TIN)** through their respective Depository Participants (DP) before the '**Record Date**.' If anyone fails to update e-TIN in BO Account before the 'Record Date', disbursement of respective Dividends will be subject to deduction of Advance Income Tax (AIT) @ 15% instead of @ 10% (individual) as per amended IT Ordinance # XXXVI of 1984 under Section 54.
- h. The concerned Brokerage Houses are requested to provide us with a statement with the details (Shareholders' names, BO ID numbers, individual shareholding position, Gross Dividend receivable, applicable Tax Rate, and Net Dividend receivable) of their margin Loan Accounts those hold OBL shares, as on the '**Record Date**' along with the name of the contact person in this connection to the **ONE Bank Share Department or at share@onebank.com.bd** on or before July 27, 2020. The Brokerage Houses are also requested to provide us with their Bank Names, Bank Account Names & Numbers, routing numbers etc.
- i. The Registration Counter shall be opened at 9.00 a.m. and will close sharp at 10.45 a.m. All shareholders should please take their seats by 11.00 a.m. Thereafter no new entry shall be allowed and recorded to enter into the AGM venue.

N.B. No benefits or gifts in cash or kind shall be given to the shareholders for attending the 21st Annual General Meeting as per Bangladesh Securities and Exchange Commission's Circular No. SEC/CMRRC/2009-193/154 dated October 24, 2013.