

# City General Insurance Company Limited

Head Office: 27, Dilkusha C/A, Dhaka.1000 | web: [www.cityinsurance.com.bd](http://www.cityinsurance.com.bd)

## Notice of the 25<sup>th</sup> Annual General Meeting (Virtual AGM)

Notice is hereby given that the 25<sup>th</sup> Annual General Meeting of the Shareholders of City General Insurance Company Limited will be held on **Wednesday, June 30, 2021 at 11.00 a.m.** The AGM will be held **Virtually by using Digital platform** through the following link: <https://cityinsurance.bdvirtualagm.com> to transact the following business:

### AGENDA:

1. To receive, consider and adopt the Directors Report and the Audited Financial Statements for the year ended 31 December 2020 together with the Auditors report thereon.
2. To approve Cash Dividend as recommended by the Board of Directors.
3. To appoint the auditors for the year 2021 and to fix their remuneration.
4. To elect Directors in place of retiring Directors.
5. To approve the appointment of Independent Director.
6. To appoint auditors for Corporate Governance Compliance audit for the year 2021 and to fix their remuneration.

By order of the Board,

Sd/-

**(Md. Hasan Khan)**

Addl. Managing Director &  
Company Secretary

Date: June 07, 2021

### Notes:

1. The Record Date was fixed on May 24, 2021 (Monday) Shareholders whose names appear in CDS/Company's Register on the Record Date **May 24, 2021 (Monday)** will be eligible to attend the Annual General Meeting and qualify for Dividend.
2. Shareholders entitled to participate and vote at this virtual AGM may appoint a proxy to participate and vote. The 'Proxy Form', dully filled, signed and stamped at BDT 20/- must be sent through email to [cs@cityinsurance.com.bd](mailto:cs@cityinsurance.com.bd) not later than 48 hours before commencement of the AGM.
3. Pursuant to the Bangladesh Securities and Exchange Commission's letter No. SRMIC/94-231/91 dated 31 March 2021, the AGM will be virtual meeting of the Shareholders, which will be conducted via live webcast by using digital platform.
4. Shareholders are requested to log in to the system well ahead of the meeting at appointed time for the AGM on June 30, 2021. For any IT related guidance and help with the login process the respected members may contact at + 8801711660670.
5. The online (Real time) or e-Voting option shall be opened before 24 hours prior to start of general meeting.
6. Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification No. BSEC/CMRRCD/2006-158/208/Admin/81 dated 20 June 2018 the soft copy of the Annual Report 2020 will sent within stipulated time to the email addresses of the Shareholders available in their Beneficial Owner (BO) accounts maintained with the Depository. The Soft copy of the Annual Report 2020 will be available in the website of the company at [www.cityinsurance.com.bd](http://www.cityinsurance.com.bd)
7. Shareholders were requested to update their **Bank Account number, E-mail ID, Mobile number** through their respective Depository Participants (DP).
8. The Shareholders will be able to submit their questions/comments electronically to [cs@cityinsurance.com.bd](mailto:cs@cityinsurance.com.bd) 24 hours before the AGM.
9. No gift or benefit in cash or kind shall be paid/offered to the shareholders in the 25<sup>th</sup> AGM as per BSEC Circular No. SEC/CNRRCD/2006-193/154 dated 24.10.2013.