



# সানলাইফ ইনসিওরেন্স কোম্পানী লিমিটেড SUNLIFE INSURANCE COMPANY LTD

## NOTICE OF THE 24<sup>TH</sup> ANNUAL GENERAL MEETING

(THROUGH HYBRID PLATFORM)

Notice is hereby given that the 24<sup>th</sup> Annual General Meeting (AGM) of Sunlife Insurance Company Limited will be held on Tuesday, **20<sup>th</sup> August, 2024**, at **11.00 a.m. (Dhaka Time)**, using a "Hybrid System", combination of physical & Digital Platform through the link <https://sunlifeins.bdvirtualagm.com> (in Pursuance with BSEC letter no. BSEC/ICAD/SRIC/2024/318/09 dated January 16, 2024) and physical presence at Eagle Hall, RAOWA Convention Hall, Mohakhali, Dhaka, to transact the following business:

### AGENDA

01. To Receive, Consider, and Adopt the Audited Financial Statements of the Company for the Year ended on 31st December 2023, and the Report of the Auditor and Directors' Report Thereon for the said year.
02. To approve Cash Dividend for the year ended 31st December 2023, as recommended by the Board of Directors.
03. To elect/Re-elect of Directors and Appointment of Independent Director.
04. To approve the appointment of Statutory Auditors for the year 2024 and to fix their Remuneration.
05. To approve the appointment of a compliance auditor for compliance certification on corporate Governance codes Issued by the Bangladesh Securities and Exchange Commission (BSEC) and the Insurance Development and Regulatory Authority (IDRA) for the year 2024 and to fix their remuneration.

With Best Regards,

Md Rabiul Alam FCS  
Company Secretary  
Date: July 29, 2024

### NOTES:

1. Sunday, July 28, 2024, was the 'Record Date' for the entitlement of the dividend. The Shareholders, whose names will appear in the Depository (CDBL) Register on that date, shall be entitled to participate in the 24<sup>th</sup> AGM through the hybrid platform.
2. A shareholder is entitled to participate and vote at this hybrid AGM and may appoint a proxy to participate and vote. The proxy form, dully filled out, signed, and stamped at Tk. 100 (revenue stamp), must be sent through email to [secretary@sunlifeinsbd.com](mailto:secretary@sunlifeinsbd.com) not later than 48 hours before the commencement of the AGM.
3. The shareholders will join the AGM through the link. <https://sunlifeins.bdvirtualagm.com>. The shareholders will be able to submit their questions and comments electronically before 24 (twenty - four) hours of the commencement of the AGM through this link, and during the AGM, for logging into the system, the members need to put their 16-digit Beneficiary Owners (BO) Account Number and number of shares as on record date, i.e., July 28, 2024.
4. Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification No. BSEC/CMRRCD/2006-15B/208/Admin/81 dated June 20, 2018, the soft copy of the Annual Report 2023 is to be sent to the email addresses of the Members and will be available in their Beneficial Owner (BO) accounts maintained with the Depository. The soft copy of the Annual Report 2023 will also be available on the company's website, <https://sunlifeinsbd.com/>.
5. No gift or benefit in cash or kind shall be paid/offered to the shareholders in the 24<sup>th</sup> AGM as per BSEC Circular No. SEC/ CMRRCD/2009-193/154 dated 24.10.2013.
6. Shareholders are requested to update their Bank Account number, E-mail ID, Mobile number through their respective Depository Participants (DP)
7. The company/ Institutional shareholders need to send an authorization letter to the company secretary ([secretary@sunlifeinsbd.com](mailto:secretary@sunlifeinsbd.com)) to join the AGM of the Company at least 48 hours before the commencement of the AGM. Without authorization letter company/ Institutional shareholders can't join the AGM.

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