



British American Tobacco Bangladesh Company Limited

New D.O.H.S. Road, Mohakhali, Dhaka -1206

NOTICE OF THE 49th ANNUAL GENERAL MEETING

Notice is hereby given that the 49th Annual General Meeting (AGM) of British American Tobacco Bangladesh Company Limited will be held on Wednesday, 30th March 2022 at 10:30 am. The AGM will be conducted through a digital platform for transactions of the following businesses:

1. To receive, consider and adopt the Financial Statements of the Company for the year ended 31st December 2021, and the Reports of the Directors and the Auditors.
2. To approve Dividend for the year ended 31st December 2021.
3. To elect or re-elect Directors of the Company.
4. To appoint Statutory Auditors of the Company for the year 2022 and to fix their remuneration.
5. To appoint Compliance Auditor of the Company for the year 2022, in compliance with the requirements under the BSEC Corporate Governance Code.

By order of the Board
Sd/-

5 March, 2022

Md. Azizur Rahman FCS
Company Secretary

Notes:

- The shareholders whose names appear in the Members' Register and/or Depository Register on the Record Date, i.e. Wednesday, 3rd March 2022 shall be eligible to attend the 49th AGM (virtual meeting) of the Company and shall be entitled to receive the Dividend to be approved at the 49th AGM;
- The link for the virtual AGM is **www.batbagm.com** and detailed procedures to attend the meeting will be communicated to the shareholders' email ID and/ or cell number in due course, and it would also be available at the website of the Company: **www.batbangladesh.com**
- A shareholder may appoint a proxy to attend and vote in his/her place by filling out a proxy form. The proxy form, duly completed and stamped, must be deposited at the office not later than 72 hours before the time scheduled for holding the meeting, as per Articles 70 and 71 of the Articles of Association of the Company;
- Pursuant to Articles 70 and 71 of the Articles of Association, a corporate member of the Company, by resolution of the Board of Directors or other governing body of such body corporate, may authorize such person as it thinks fit, to act as its representative at any meeting of the Company;
- The shareholders were requested to update their respective BO Accounts with 12 digit Taxpayer's Identification Number (TIN), bank account, mailing & email address, and cell number through their respective Depository Participant (DP) before the 'Record Date'. Tax Deduction at Source @15% (instead of 10%) will be made from the eligible cash dividend amount if any individual fails to update his/her BO Account with the 12 Digit e-TIN before the Record Date;
- As per the BSEC notification No. BSEC/CMRRCD/2009- 193/169, dated 14th May 2015, we would request all stock brokerage houses to provide us with the list of margin shareholders' names, shareholdings, e-Tin, telephone, fax numbers, and e-mail addresses as on our "Records Date". We would further request them to provide us with the beneficiary's name (DP), bank name, bank account number, and routing number by 16th March 2022 positively to get the amount of the dividend;
- As per the BSEC notification No. BSEC/CMRRCD/2006 158/208/Admin/81, dated 20 June 2018, soft copies of the Annual Report along with the Attendance Slip, Proxy Form, and Notice will be forwarded to all the shareholders at their respective email addresses available with us as per CDBL record. Shareholders may also collect the Proxy Form from the registered office of the Company. The Proxy Form will also be available at the website of the Company;
- The soft copy of the Annual Report 2021 is also available in the Investor Relations Section of the Company's website: **www.batbangladesh.com**