



British American Tobacco Bangladesh Company Limited

New D.O.H.S. Road, Mohakhali, Dhaka -1 206

NOTICE OF THE 50TH ANNUAL GENERAL MEETING

Notice is hereby given that the 50th Annual General Meeting (AGM) of British American Tobacco Bangladesh Company Limited will be held on Wednesday, 29th March 2023 at 11 am via a digital platform to transact the following business:

AGENDAS

1. To receive, consider and adopt the Directors and the Auditor's Report and the Audited Financial Statements of the Company for the year ended 31st December 2022.
2. To declare Dividend for the year ended 31st December 2022.
3. To elect or re-elect Directors of the Company.
4. To appoint Statutory Auditors and to fix their remuneration.
5. To appoint Corporate Governance & Compliance Auditors and to fix their remuneration.

By order of the Board
Sd/-

7 March, 2023

Md. Azizur Rahman FCS
Company Secretary

Notes:

- The members whose names appear in the Members' Register and/or Depository Register on the Record Date, i.e. Thursday, 2nd March 2023 shall be eligible to attend the 50th AGM (virtual meeting) of the Company and shall be entitled to receive the Dividend to be approved at the 50th 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 on the website of the Company: www.batbangladesh.com
- A member 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;
- 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 "Record Date". We would further request them to provide us with the beneficiary's name (DP), bank name, bank account number, and routing number by 29th March 2023 positively to get the credit of the dividend;
- As per the BSEC notification No. BSEC/CMRRCD/2006 158/208/Admin/81, dated 20th June 2018, soft copies of the Annual Report along with the Attendance Slip, Proxy Form, and Notice will be forwarded to all the Members on 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 on the website of the Company.
- The soft copy of the Annual Report 2022 is also available on the Investor Relations Section of the Company's website: www.batbangladesh.com