



RAK Ceramics (Bangladesh) Limited

RAK Tower (7th, 8th & 9th Floor), Plot # 1/A, Jasimuddin Avenue,
Sector # 3, Uttara Model Town, Dhaka-1230

NOTICE OF THE 22nd ANNUAL GENERAL MEETING

Notice is hereby given that the 22nd Annual General Meeting (AGM) of RAK Ceramics (Bangladesh) Limited will be held on Wednesday, March 31, 2021 at 11:00 am (Bangladesh Time). Pursuant to the Bangladesh Securities and Exchange Commission's Order No. SEC/SRMRC/04-231/25 dated 08 July 2020, the AGM will be held virtually by using digital platform through the following link <https://tinyurl.com/rakagm2021> to transact the following businesses:

AGENDA

1. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 31 December 2020, together with the reports of the Auditor and the Directors.
2. To declare dividend for the year ended 31 December 2020.
3. To elect/re-elect Director(s) of the Company.
4. To appoint the Statutory Auditors of the Company for the year 2021 and fix their remuneration.
5. To appoint the Chartered Secretary in Practice (Compliance Auditors) of the Company for the year 2021 for compliance certification on corporate governance and fix their remuneration.
6. To approve of entering into contract for supply of goods and materials with Mohammed Trading amounting to 1% (one percent) or above of the revenue for the immediately preceding financial year.

Dhaka, Bangladesh
Date: March 09, 2021



QR code for virtual AGM

By order of the Board of Directors

Sd/-

(Muhammad Shahidul Islam FCS)
Company Secretary

Notes:

1. The shareholders whose name appeared in the Share/Depository Register as on the 'Record Date' (i.e. February 25, 2021), are eligible to participate in the 22nd AGM and receive the dividend.
2. The Board unanimously recommended dividend @ 10% in cash of the paid up capital of the Company for the year 2020.
3. Pursuant to the BSEC Notification No. BSEC/CMRRCD/2006-158/208/Admin/81, dated 20 June, 2018; M/s A. Qasem & Co., Chartered Accountants has been recommended by the Board of Directors to be appointed as Statutory Auditors of the Company for the year 2021 subject to approval of the shareholders.

4. Pursuant to the Corporate Governance Code, 2018 of the BSEC dated 03 June, 2018, M/s. Jasmin & Associates, Chartered Secretaries & Corporate Affairs Consultants, has been recommended by the Board of Directors to be appointed as Compliance Auditors of the Company for the year 2021 for compliance certification on corporate governance subject to approval of the shareholders.
5. In order to comply with the BSEC notification No. BSEC/CMRRCD/2009-193/2/Admin/103 dated 05 February, 2020, the Board of Directors has recommended to enter into contract for supply of goods and materials with Mohammed Trading [Owner is Managing Director of RAK Ceramics (Bangladesh) Limited] amounting to 1% (one percent) or above of the revenue for the immediately preceding financial year subject to approval of the shareholders.
6. A shareholder entitled to attend and vote at the AGM may appoint a proxy to attend and vote in his/her behalf (such a proxy shall be a shareholder of the Company). The Proxy Form, duly filled, signed and stamped of BDT 20 must be sent through email to the Company at **sharedepartment.bgd@rakceramics.com** not later than 48 hours before the time fixed for the meeting.
7. Shareholders are requested to submit through mail to the Company at **sharedepartment.bgd@rakceramics.com** on or before March 25, 2021, their written option to receive dividend in the form available in Company's website www.rakceramics.com/bangladesh If the shareholder fails to submit such option within the stipulated time, the dividend will be paid off as deemed appropriate by the Company.
8. The concern stock broker, merchant banker and portfolio manager are requested to submit through mail to the Company at **sharedepartment.bgd@rakceramics.com** on or before March 25, 2021; the statement along with detail of their margin client or customer who has debit balance or margin loan, who are entitled to receive cash dividend of the Company for the year ended December 31, 2020. The statement should include shareholder's name, BO ID number, client-wise shareholding position, gross dividend receivable, applicable tax rate, net dividend receivable etc. along with the Consolidated Customers' Bank Account number, routing number and contact person.
9. The shareholders will be able to submit their questions/comments and vote electronically 24 hours before commencement of the AGM and during the AGM. For logging in to the system, the shareholders need to put their 16 digit Beneficial Owner (BO) ID number and other credential as proof of their identity by visiting the link <https://tinyurl.com/rakagm2021>
10. Shareholders are requested to log in to the system prior to the meeting start time of 11:00 am (Bangladesh Time) on 31 March 2021. The webcast will start at 10.45 am on March 31, 2021. Please contact +8801730058055 and +8801730055355 for any technical difficulties in accessing the virtual meeting.
11. Detail log in process has been sent through email to respective shareholder's mail ID available in their BO Account maintained with the Depository. The detailed procedures to participate in the virtual meeting along with link are also available in the Company's website www.rakceramics.com/bangladesh