



MEGHNA PETROLEUM LIMITED

(A subsidiary of Bangladesh Petroleum Corporation)

58, Agrabad Commercial Area
Chattogram.

NOTICE OF THE 41st ANNUAL GENERAL MEETING

Notice is hereby given that the 41st Annual General Meeting of the Company will be held on 20 Poush 1426, 04 January 2020, Saturday at 11:00 am at “Navy Convention Center”, Tiger Pass, Chattogram for the purpose of transacting the following business:

Agenda :

1. To confirm the minutes of the 40th Annual General Meeting held on 29 Poush 1425, 12 January 2019;
2. To receive and adopt the Audited Accounts of the Company for the year ended 30th June, 2019 and the Directors Report thereon;
3. To approve the declaration of Dividend for the year ended 30th June 2019;
4. As per Articles 129 to elect Shareholder Director in the vacancy due to resignation and re-elect Directors of the company in the vacancies caused by one-third Board of Directors retirement as per Articles 140, 141, 142 & 143 of the Articles of Association of the Company;
5. To approve appointment of Independent Director as per Corporate Governance Code of BSEC;
6. a) To appoint Joint Auditors for the year 2019-2020 and fix their remuneration;
b) To appoint a Chartered Accountant/Cost & Management Accountant/Chartered Secretary to report and certification on the Corporate Governance Code for the year 2019-2020.
7. To transact any other discussion with the permission of the Chair;

By order of the Board

(REZA MD. RIAZUDDIN)
Company Secretary

26 Agrahayan, 1426
11 December, 2019

Notes :

1. **01 December, 2019 is the RECORD DATE.** Shareholders whose name will appear in the share register of the company or in the depository register on that date will be eligible to attend the AGM and receive dividend as approved.
2. The Board of Directors has recommended for Cash Dividend of **Tk. 15.00 (i.e. 150%)** per 10.00 Taka share for the year ended 30th June 2019.
3. A shareholder entitled to attend in the Annual General Meeting may appoint a proxy to attend on his/her behalf. In order to be effective, proxies duly signed and **stamped (Tk. 20/-)** must be received at the Company's Registered Office, 58 Agrabad C/A, Chattogram-4100 not later than **SEVENTY TWO HOURS** before the meeting.
4. Entrance in the meeting room will be strictly maintained on producing the attendance slip.
5. Annual report, Attendance Slip and Proxy Form along with the notice are being sent to the shareholders by post or courier service and also sent through e-mail whose address are available in CDBL Data. The Shareholders may collect the Annual Report or Attendance Slip or Proxy Form from the registered office of the company and may download those from the company's website (www.mpl.gov.bd).
6. **No gift or benefit in cash or kind shall be paid to the shareholders in as per BSEC notification no. SEC/SRMI/2000-953/1950 dated 24 October, 2000 for attending the AGM of the Company.**