

## NOTICE OF THE 24TH ANNUAL GENERAL MEETING

NOTICE is hereby given to all the Members of Eastern Bank Limited (EBL) that the 24th Annual General Meeting (AGM) of the Company (EBL) will be held on Thursday 19 May 2016 at 10.30 AM at Unique Trade Centre (UTC), Convention Hall (Level-5), 8 Panthapath, Kawranbazar, Dhaka-1215, to transact the following Agenda:

### AGENDA

01. To receive, consider and adopt the Profit & Loss Account of the Company for the year ended 31 December, 2015 and the Balance Sheet as at that date together with the Reports of the Auditors and the Directors thereon.
02. To declare the Dividend for the year ended 31 December, 2015 as recommended by the Board of Directors.
03. To elect Directors.
04. To approve the appointment of Independent Directors.  
[As per Bangladesh Securities and Exchange Commission (BSEC) Corporate Governance Guidelines (CGG).]
05. To appoint the Auditors of the Company for the term until the next Annual General Meeting and to fix their remuneration.

By order of the Board of Directors

Dated: Dhaka  
10 April 2016



**Safiar Rahman, FCS**  
DMD & Company Secretary

#### NOTES:

- The Board of Directors recommended for payment of **20% (Twenty Percent) Cash Dividend and issuance of 15% (Fifteen Percent) Stock Dividend (Bonus Shares)** on the profit of the Bank as at the close of business on 31 December 2015.
- The '**Record Date**' in lieu of Book Closure will be on **Monday, 25 April 2016**. The Shareholders whose names would appear in the Register of Members of the Company and/or in the Depository on the '**Record Date**' (25 April 2016) will be eligible to attend the 24th AGM and entitled to the Dividends as mentioned above.
- A Member eligible to attend the Annual General Meeting (AGM) is entitled to appoint a Proxy to attend and vote on his/her behalf. The Proxy may not be a Member of the Company. Forms of Proxy, duly stamped, must be deposited at the Registered Office of the Company at least **48 hours** before the time fixed for the Meeting.
- Annual Report, Attendance Slip and Proxy Form along with the Notice are being sent to all the Members by Post/Courier Service. The Members may also collect the Proxy Form from the Registered Office of the Company (EBL).
- **Hon'ble Members are requested to update their respective BO Accounts with Taxpayer's Identification Number (e-TIN) through Depository Participant (DP) latest by 24 April 2016, failing which Income Tax at Source will be deducted from payable Dividend @ 15% (Fifteen Percent) instead of @ 10% (Ten Percent) as per amended IT Ordinance-1984 under Section 54.**
- **Hon'ble Members are also requested to update their Bank Accounts Number, Address, Cell No and E-mail Address through Depository Participant (DP) latest by 24 April 2016.**
- **No Gift/Gift Coupon/Food Box etc. to be distributed at the 24th AGM**, in Compliance with the Bangladesh Securities and Exchange Commission's Circular No. SEC/CMRRCD/2009-193/154 dated 24 October 2013 and Regulation 24 (2) of the Listing Regulations, 2015 of both the Stock Exchanges (DSE & CSE).