



FIRST FINANCE LIMITED

Jahangir Tower (3rd Floor), 10, Kawranbazar C/A, Dhaka-1215

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Notice of the 31st Annual General Meeting

Notice is hereby given that the 31st Annual General Meeting (AGM) of First Finance Limited will be held on 12 September, 2024 at 3.00 p.m. (Bangladesh Standard Time). The AGM will be held through Hybrid System in combination with physical presence of the shareholders at Trading Corporation of Bangladesh (TCB) Auditorium, TCB Bhaban (1st Floor), 1, Kawran Bazar, Dhaka-1215 and Digital platform through the following link: <https://ff31agm.digitalagmbd.net> to transact the following businesses:

AGENDA

- 1) To confirm the proceedings of the 30th Annual General Meeting of the Company held on September 30, 2023.
- 2) To receive and adopt the Directors' Report, Auditor's Report and Audited Financial Statement for the year ended on December 31, 2023.
- 3) To declare Dividend for the year 2023 as recommended by the Board of Directors.
- 4) To elect/re-elect/confirm Directors in accordance with the provisions of Articles of Association of the Company.
- 5) To consider the appointment/re-appointment of Independent Directors as per the Corporate Governance Code of Bangladesh Securities and Exchange Commission.
- 6) To appoint Statutory Auditors of the Company for the year 2024 until the next Annual General Meeting and to fix their remuneration.
- 7) To appoint the Corporate Governance Compliance Auditor for the year 2024 and to fix their remuneration.

Special Business:

To consider change of Name of the Company and, if thought fit, to pass the following Resolution as Special Resolution:

RESOLVED THAT

The proposal for changing of the Registered name of the Company to '**First Finance PLC**' from '**First Finance Limited**' in accordance with the Companies Act 1994 (2nd Amendment in 2020) as well as amendment in the relevant clauses of the Memorandum and Articles of Association of the Company be and is hereby approved subject to approval of the shareholders and regulatory authorities.

By the order of the Board

Sd/-

Mohammad Ekramur Rahman

Company Secretary

E-mail: secretary@first-finance.com.bd

Dated: 28 July, 2024

NOTES :

- 1) The record date was fixed on 25 July, 2024. The Shareholders, whose names appeared in the Share Register of the Company at the close of business on the record date, will be eligible to attend the meeting.
- 2) The Board of Directors has recommended **No Dividend** for the year ended on 31 December, 2023.
- 3) Pursuant to Bangladesh Securities and Exchange Commission Order no. SEC/SRMIC/94-231/25 dated 08 July, 2020, and SEC/SRMIC/94-231/91 dated 31 March, 2021; the AGM will be held hybrid platform, which will be conducted via live webcast by using digital platform.
- 4) We encourage the Members to log in to the system prior to the meeting start time of 3.00 p.m. (BST) on 12 September, 2024. Please allow ample time to login and establish your connectivity. The webcast will start at 3.00 pm (BST). Please contact 01987007880 for any technical difficulties in accessing the virtual meeting.
- 5) The shareholders will be able to submit their questions/comments and vote electronically 72 hours before commencement of the AGM and during the AGM. For logging in to the system, please put your **16-digit BO ID number or 6-digit Folio number** and holding of Share Quantity (As on record date 25 July, 2024) and other credential as proof of their identity by visiting the link <https://ff31agm.digitalagmbd.net>
- 6) A shareholder eligible to attend and vote in the AGM may appoint a Proxy to attend and vote in his/her behalf. The Proxy Form duly completed and stamped of BDT Tk. 20.00 must be sent through email to First Finance Share Office at share@first-finance.com.bd not later than 72 hours before commencement of the AGM.
- 7) Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification No. BSEC/CMR-RCD/2006-158/208/Admin/81, dated 20 June 2018, the soft copy of the Annual Report 2023 is being sent to the email addresses of the shareholders available in their Beneficial Owner (BO) accounts maintained with the Depository. The Hon'ble shareholders are requested to update their email addresses through their respective Depository Participant (DP). The soft copy of the Annual Report will also be available on the Investor Relations section of the Company's website at www.first-finance.com.bd.