



# FIRST FINANCE LIMITED

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

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## Notice of the 28<sup>th</sup> Annual General Meeting

Notice is hereby given that the 28<sup>th</sup> Annual General Meeting (AGM) of First Finance Limited will be held on **Thursday, December 30, 2021 at 3.00 p.m.** (Bangladesh Standard Time). The AGM will be held virtually by using digital platform through the following link <http://ffl28agm.digitalagmbd.net> to transact the following businesses:

### AGENDA

- 1) To confirm the proceedings of the 27<sup>th</sup> Annual General Meeting of the Company held on May 06, 2021.
- 2) To receive and adopt the Directors' Report, Auditor's Report and Audited Financial Statement for the year ended on December 31, 2020.
- 3) To declare Dividend for the year 2020 as per the recommendation of 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 of Independent Directors as per the Notification of Bangladesh Securities and Exchange Commission. (No. BSEC/CMRRCD/2006-158/207/Admin/80, dated: 3 June 2018)
- 6) To appoint statutory auditors of the Company for the year 2021 until conclusion of 29<sup>th</sup> AGM and to fix their remuneration;
- 7) To appoint the Corporate Governance Compliance Auditor for the year 2021 until conclusion of 29<sup>th</sup> AGM and to fix their remuneration;
- 8) To transact any other business with the permission of the Chair.

Dated: December 06, 2021

By the order of the Board

Sd/

Mohammad Ekramur Rahman

Company Secretary (Current Charge)

E-mail: [secretary@first-finance.com.bd](mailto:secretary@first-finance.com.bd)

### **NOTES :**

- 1) The record date was fixed on **06 December, 2021**. 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, 2020.
- 3) Pursuant to the Bangladesh Securities and Exchange Commission's 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 virtual meeting of the Members, which will be conducted via live webcast by using digital platform.
- 4) The Members 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 06/12/2021) and other credential as proof of their identity by visiting the link.
- 5) We encourage the Members to log in to the system prior to the meeting start time of 3.00 p.m. (BST) on 30 December, 2021. 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.
- 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](mailto: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/CMRRCD/2006-158/208/Admin/81, dated 20 June 2018, the soft copy of the Annual Report 2020 is being sent to the email addresses of the Members available in their Beneficial Owner (BO) accounts maintained with the Depository. The Members are requested to update their email addresses through their respective Depository Participant (DP). The soft copy of the Annual Report 2020 will also be available on the Investor Relations section of the Company's website at [www.first-finance.com.bd](http://www.first-finance.com.bd).