



## City Bank PLC

**Head Office:** City Bank Center, Plot: SE(D)-3, 28, Gulshan Avenue, Gulshan-1, Dhaka-1212, Bangladesh.

**Share Department:** 11, Dilkusha C/A (1st Floor), Dhaka-1000, Bangladesh.

# NOTICE OF THE 42<sup>ND</sup> ANNUAL GENERAL MEETING

Notice is hereby given to all members of City Bank PLC. ("the Bank" or "the Company") that the 42<sup>nd</sup> Annual General Meeting ("AGM") of the Bank will be held on June 29, 2025 (Sunday) at 2:00 PM (Bangladesh Standard Time) through Digital Platform through the following web-link: <https://cbplc42.agm.watch>. pursuant to the Directive No. BSEC/ICAD/SRIC/ 2024/318/87 dated March 27, 2024, to transact the following business and to adopt necessary resolutions:

### AGENDA

- Agenda-1: To receive, consider and adopt the Accounts of the Company for the year ended on 31<sup>st</sup> December, 2024, along with the Auditors' Report and the Directors' Report thereon.
- Agenda-2: To declare 12.50 % Cash Dividend and 12.50 % Stock Dividend for the year ended 31<sup>st</sup> December, 2024, as recommended by the Board of Directors.
- Agenda-3: To elect/re-elect of Directors.  
[Note: In line with the provision of the Articles of Association of the Bank, the Directors namely (1) Mr. Hossain Mehmood, (2) Mrs. Savera H. Mahmood and (3) Ms. Rebecca Brosnan shall retire in the 42<sup>nd</sup> AGM and they are also eligible for re-election.]
- Agenda-4: To appoint/re-appoint Statutory Auditor and fixation of their remuneration for the year 2025 of the Company for the term until next AGM.
- Agenda-5: To appoint Corporate Governance Compliance Auditors for the year 2025 for certification on Corporate Governance status under BSEC Corporate Governance Code and to fix his/her/their remuneration.
- Agenda-6: To approve/ratify the appointment of Independent Director (Mr. Nazim Uddin Chowdhury)
- Agenda-7: To consider any other matters, with the permission of the Chair.

By order of the Board,

Dated : Dhaka  
June 2, 2025

Sd/-  
Md. Kafi Khan  
Company Secretary

### NOTES:

1. The 'Record Date' for the 42<sup>nd</sup> Annual General Meeting (AGM) scheduled on May 22, 2025.
2. Members whose names appeared in the Central Depository System/Register of Members at the close of Record Date i.e. **May 22, 2025** shall be eligible to attend and vote at the AGM and will be entitled for the dividend, as approved. Votes may be given either personally or by an attorney or by a proxy or, in the case of a corporation by a representative duly authorized. As per Article 86 of the Articles of Association of the Company, a Proxy must be a member of the Company.
3. Proxy Form duly stamped and signed by the Member must be submitted to Share Department, City Bank PLC, 11, Dilkusha, 1<sup>st</sup> Floor, C/A, Dhaka at least 48 (Forty-Eight) hours before the time fixed for AGM for attestation. Upon receipt of attested Proxy Form, the nominated person or attorney or authorized person from a Company/Corporation may attend/vote in the AGM. Annual Report-2024, Attendance Slip and Proxy Form may be collected from Share Department or from the website of the Company: [www.citybankplc.com](http://www.citybankplc.com)
4. Link for joining in AGM through Digital Platform: <https://cbplc42.agm.watch>. Shareholders can join virtual AGM from Laptop, PC, Mobile or Tab putting the 16-Digit BO ID and Folio holders can join the AGM putting the 6-Digit Folio number. As per BSEC letter dated January 16, 2024 along with Directive dated 10 March 2021, the facility for e-vote using online platform will be opened 48 hours prior to start of AGM and will remain open up to the closure of AGM. The eligible members may login and cast their vote (e-vote) using online platform during this time. For virtual AGM guidance, the concerned members may contact at the numbers: **01719007279, 01916590708 and 01919280200**.
5. Full login/participation process for the Digital Platform meeting will also be available in the Company's website: [www.citybankplc.com](http://www.citybankplc.com)
6. Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification No. BSEC/CMRRCD/2006-158/Admin/81 dated 20 June, 2018, link of the downloadable PDF copy of the Annual Report-2024 to respective members' e-mail address available in beneficiary owner (BO) account with the depository participant (DP).
7. Members are requested to submit their queries on the Directors' Report and the Audited Financial Statements for the year ended on 31<sup>st</sup> December, 2024 through e-mail: [khandakar.aminul@citybankplc.com](mailto:khandakar.aminul@citybankplc.com) or in writing at least 5 (Five) working days before the date of AGM.
8. Respected BO Account Holders who have updated BO Accounts and submitted 12-digit e-TIN to concerned DP house and/or Share Department of City Bank PLC. (in case of Folio) before Record Date, their tax will be deducted at the rate of (a) 10% for individual shareholders & (b) applicable rate of company for company shareholders according to Section 117 of The Income Tax Act, 2023. Mentionable that, rate of tax deduction would be 15% for individual shareholders if the shareholder fails to submit e-TIN.
9. Merchant Banks and Depository Participants (DPs) are requested to send their margin clients list (based on said Record Date) both in hard copy and soft copy (In MS Excel format) of **within June 15, 2025** to *City Bank, Share Department, 11 Dilkusha, 1st Floor, C/A, Dhaka-1000; email address: [neaz.khan@citybankplc.com](mailto:neaz.khan@citybankplc.com)*, for facilitating payment of cash dividend.
10. Election/Re-election Rules and schedule will be displayed at the Share Department, 11, Dilkusha (1<sup>st</sup> floor), Dhaka-1000, duly. And the said Rules and Schedule will be available at bank's website.



To join the  
42<sup>nd</sup> AGM



To download  
Annual Report-2024



Virtual AGM  
System Manual



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Notice & Proxy  
Form