



ALIF MANUFACTURING COMPANY LIMITED

Head Office : Bilquis Tower (9th Floor), House # 06, Road # 46, Gulshan Circle-2, Dhaka-1212.
Tel : +88-02-58815226, 58815227, 58815229, 58815230, 222292997, Fax : +88-02-58815228

Notice of the 28th Annual General Meeting

Notice is hereby given that the 28th Annual General Meeting of the Shareholders of **ALIF MANUFACTURING COMPANY Ltd.** will be held on Thursday, the 28th December 2023 at 6:00 P.M under virtual platform through the link <http://alif2023.digitalagmbd.net> to transact the following business:

AGENDA:

1. To receive, consider and adopt the directors' report, auditor's report and audited financial statements of the company for the year ended 30th June, 2023;
2. To approve 1% (One percent) cash dividend i.e Tk. 0.10 for each ordinary share only for the general shareholders other than Sponsors/Directors;
3. To elect Directors in terms of the relevant provision of Articles of Associations;
4. To appoint of Statutory Auditors for the year 2023-24 and fix their remuneration;
5. To appoint corporate governance compliance auditor for the year 2023-24 (till holding of next AGM) and fix their remuneration; and
6. Any other business with the permission of the chair.

By the order of the Board


Company Secretary

Dated, Dhaka
December 13, 2023

NOTES:

- a. The Record Date for 28th AGM is fixed on November 30, 2023.
- b. The shareholders whose name appeared in the Register of Members of the Company or in the depository (CDBL) on the record date shall be entitled to attend the meeting as well as qualify for dividend to be approved at the AGM.
- c. A shareholder entitled to attend and vote at the AGM may appoint a proxy to attend and vote in his/her behalf. The Proxy Form, duly filled, signed and stamped of Tk. 20.00 must be sent through



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email to the Company at alifmanufacturing@gmail.com not later than 48 hours before the time fixed for the meeting.

- d. The concern stock broker, merchant banker and portfolio manager are requested to submit hard copy or through mail to the Company at alifmanufacturing@gmail.com on or before **December 25, 2023**; the statement along with detail of their margin client or customer who has debit balance or margin loan, who are entitled to receive cash dividend of the Company for the year ended June 30, 2023. The statement should include shareholder's name, BO ID number, client-wise shareholding position, gross dividend receivable, applicable tax rate, net dividend receivable etc. along with the Consolidated Customers' Bank Account number, routing number and contact person.
- e. The shareholders will be able to submit their questions/comments and vote electronically 24 hours before commencement of the AGM and during the AGM. For logging in to the system, the shareholders need to put their 16 digit Beneficial Owner (BO) ID number and other credential as proof of their identity by visiting the link <http://alif2023.digitalagmbd.net>
- f. Shareholders are requested to log-in to the system prior to the meeting start time of 6:00 p.m. on December 28, 2023.

A handwritten signature in black ink, consisting of a circular mark and a stylized name.