



মিউচুয়াল ট্রাস্ট ব্যাংক লিমিটেড  
Mutual Trust Bank Ltd.

*you can bank on us*

Corporate Head Office, MTB Centre, 26 Gulshan Avenue, Plot 5, Block SE (D), Gulshan 1, Dhaka 1212  
MTB Share Department, MTB Tower (3rd Floor), 111 Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka 1000.

## NOTICE OF THE 21st ANNUAL GENERAL MEETING (AGM)

Notice is hereby given to all the shareholders of Mutual Trust Bank Ltd. (MTB) that, the 21st (Twenty-first) Annual General Meeting (AGM) of the bank will be held virtually (using digital platform) on **Thursday, August 27, 2020 at 3:00 p.m.**, to transact the following business, and to adopt necessary resolutions:

### AGENDA

1. To receive, consider and adopt the audited Annual Financial Statements (Consolidated and Separate), for the year ended on December 31, 2019, together with the Directors' Report and Auditors' Report thereon.
2. To declare Dividend for the year ended on December 31, 2019.
3. To elect/re-elect Directors and to approve the appointment of Independent Directors.
4. To appoint/reappoint Statutory Auditor and fix their remuneration.
5. To appoint/reappoint Compliance Auditor as per Corporate Governance Code and fix their remuneration.



By order of the MTB Board of Directors  
Sd/-

**Malik Muntasir Reza**  
Group Company Secretary

**Sunday, July 26, 2020**  
**Dhaka**

### Notes:

- i) The "Record Date" was **Tuesday, July 21, 2020**. The shareholders whose names appeared in the Members/Depository Register under Central Depository System (CDS) on Record Date would be eligible to attend/participate and vote at the Annual General Meeting (AGM).
- ii) The Board of Directors have recommended **10% (ten percent) Dividend (i.e., 5% in the form of Cash Dividend and 5% in the form of Stock Dividend (Bonus Shares))**.
- iii) Pursuant to the Bangladesh Securities and Exchange Commission's revised Order No. SEC/SR-MIC/04-231/25 dated July 08, 2020, the AGM will be held virtually (using digital platform), which will be conducted via live webcast.
- iv) To login into the system, the shareholders need to put their 16-digit Beneficial Owner (BO) Number / Folio number and other credentials as a proof of their identity, details of which will be notified later on. Link of the meeting and login details will be notified to the respective shareholders' email addresses. Full login/participation process for the Digital Platform meeting will also be available at the bank's website: [www.mutualtrustbank.com](http://www.mutualtrustbank.com)
- v) The shareholders will be able to submit their questions / comments electronically to [mm.reza@mutualtrustbank.com](mailto:mm.reza@mutualtrustbank.com) or [islam.rafiqul@mutualtrustbank.com](mailto:islam.rafiqul@mutualtrustbank.com) or [rashed.hasan@mutualtrustbank.com](mailto:rashed.hasan@mutualtrustbank.com) **24 hours** before the AGM.
- vi) The shareholders were requested to update their details (i.e., email ID, contact number, present address, e-TIN number, etc. through their Depository Participants (DPs), before Record Date (July 21, 2020), which was mentioned in the Price Sensitive Information dated June 30, 2020, published on July 01, 2020, to get the Virtual AGM invitation. However, the shareholders who are yet to update their BO ID information through their respective DPs, and shareholders having paper shares are yet to submit the e-TIN at the **MTB Share Department** are requested to submit their e-TIN and other information to the bank's Share Department or aforementioned email addresses, before **August 06, 2020**. Failure to update 12 digits e-TIN, Income Tax on Cash Dividend will be deducted @ 15% instead of @ 10% as per Income Tax Ordinance, 1984.
- vii) The Merchant Banks, and Stock Brokers are requested to send hard copies and email the soft copies of the lists of their margin clients (in MS Excel format) with all required information including e-TIN numbers before **August 06, 2020**, for facilitating payment of Cash Dividend, as per lists.
- viii) Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification BSEC/CMR-RCD/2006-158/208/Admin/81 dated June 20, 2018, the soft copies of the Annual Report 2019, will be sent to the email addresses of the shareholders available in the respective Beneficial Owner (BO) Accounts maintained with the Depository Participants (DPs), in time. The Annual Report 2019, will also be available, at the bank's website: [www.mutualtrustbank.com](http://www.mutualtrustbank.com), in time.
- ix) A shareholder is entitled to attend and vote at the AGM may appoint a Proxy to attend and vote in his/her stead. A copy of "Proxy Form", duly signed and affixed with requisite revenue stamp must be sent to the **MTB Share Department** or may send scanned copies (**considering Covid-19 pandemic**) of the proxies with requisite stamps, as per Stamp Act, to the aforementioned email IDs, no later than 48 hours before commencement of the AGM.
- x) M/s. A. Qasem & Co., Chartered Accountants, the existing Auditor of the bank will retire from office at the 21st AGM. Since they have audited the financial statements of the bank for the consecutive last three years, as per prevailing laws, they are not eligible for reappointment.
- xi) In compliance with the Bangladesh Securities & Exchange Commission (BSEC) Circular No. SEC/CMR-RCD/2009-193/154 dated October 24, 2013 "No benefit in cash or kind, other than in the form of cash dividend or stock dividend, shall be paid to the shareholders at the 21st AGM".