



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 (3<sup>rd</sup> Floor), 111 Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka 1000.

## Notice of The 22<sup>nd</sup> Annual General Meeting

Notice is hereby given to all shareholders of Mutual Trust Bank Limited (MTB) that the 22<sup>nd</sup> (Twenty-Second) Annual General Meeting (AGM) of the shareholders of the Bank will be held on **Thursday, June 24, 2021, at 11.30 a.m.**, virtually (by using digital platform) through the link <https://mutualtrustbank.bdvirtualagm.com> to transact the following business:

### AGENDA

1. To receive, consider and adopt Directors' Report, Auditors' Report and the audited Annual Financial Statements (Consolidated and Separate), for the year ended on December 31, 2020.
2. To declare Dividend for the year ended on December 31, 2020, as recommended by the MTB Board of Directors.
3. To elect/re-elect MTB Directors.
4. To appoint/reappoint Statutory Auditors and fix their remuneration.
5. To appoint/reappoint Corporate Governance Compliance Auditors and fix their remuneration.
6. To confirm appointment of Independent Director.

June 01, 2021  
Dhaka



By order of the MTB Board of Directors  
Sd/-  
**Malik Muntasir Reza**  
Group Company Secretary

### Notes:

- i) The shareholders whose names appeared in the Members/Depository Register under Central Depository System (CDS) on the **Record Date** i.e., **Monday, May 31, 2021**, are eligible to participate, vote in the Annual General Meeting (AGM) and receive dividend.
- ii) The Board of Directors have recommended 10% (ten percent) Dividend (Bonus Shares).
- iii) Pursuant to the Bangladesh Securities and Exchange Commission's Directive No. BSEC/CMRRC-D/2009-193/08 dated March 10, 2021, and Letter No. SEC/SRMIC/94-231/91 dated March 31, 2021, the AGM will be held virtually (using digital platform), which will be conducted via live webcast.
- iv) The shareholders may cast their vote (e-vote) using online platform, which will be opened 24 hours prior to start of AGM as per the Bangladesh Securities and Exchange Commission's (BSEC) Directive No. BSEC/CMRRC-D/2009-193/08 dated **March 10, 2021**.
- v) The shareholders will be able to post/submit their questions/comments electronically to <https://mutualtrustbank.bdvirtualagm.com> and may also email to [mm.reza@mutualtrustbank.com](mailto:mm.reza@mutualtrustbank.com) or [islam.rafiqu@mutualtrustbank.com](mailto:islam.rafiqu@mutualtrustbank.com) or [ismail.hossain@mutualtrustbank.com](mailto:ismail.hossain@mutualtrustbank.com) 24 hours before the AGM.
- vi) To login into the system, the shareholders need to put their 16-digit Beneficial Owner (BO)s' Number / Folio number(s) and other credentials (such as, nos. of shares held, mobile number, etc) as a proof of their identity. Link of the meeting is <https://mutualtrustbank.bdvirtualagm.com>, which will also 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)
- vii) 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 (**Monday, May 31, 2021**), which was mentioned in the Price Sensitive Information dated **May 04, 2021**, published on **May 05, 2021**, to get the Virtual AGM invitation. However, the shareholders who are yet to update their details in the BO ID information through their respective DPs, and shareholders having paper shares are yet to submit details to get the invitation, are requested to submit their details to the MTB Share Department or aforementioned email addresses, before **June 08, 2021**.
- viii) The Merchant Banks, and Stock Brokers, who have yet to submit hard and soft copies of lists of their margin loan clients, are once again 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 before **June 08, 2021**, for facilitating Stock Dividend, as per lists.
- ix) Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification BSEC/CMRRC-D/2006-158/208/Admin/81 dated **20 June 2018**, the soft copies of the Annual Report 2020, will be sent to the email addresses of the shareholders available in the respective Beneficial Owner (BO) Accounts maintained with the Depository Participants (DPs). The Annual Report 2020, will also be available at the Bank's website: [www.mutualtrustbank.com](http://www.mutualtrustbank.com)
- x) A shareholder is entitled to attend and vote at the AGM (virtually) may appoint a Proxy to attend and take part in electronic voting (e-voting) 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.
- xi) In compliance with the Bangladesh Securities & Exchange Commission (BSEC) Notification No. SEC/CMRRC-D/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 22<sup>nd</sup> AGM".