



মিউচুয়াল ট্রাস্ট ব্যাংক পিএলসি Mutual Trust Bank PLC

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 25TH ANNUAL GENERAL MEETING

Notice is hereby given to all the shareholders of Mutual Trust Bank PLC (MTB) that the 25th (Twenty-Fifth) Annual General Meeting (AGM) of the shareholders of the Bank will be held on Monday, June 03, 2024, at 11.30 a.m., virtually using digital platform through the link <https://mutualtrustbank.bdvirtualagm.com> to transact the following business:

AGENDA

ORDINARY BUSINESS

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, 2023.
2. To declare Dividend for the year ended on December 31, 2023, as recommended by the MTB Board of Directors.
3. To elect / re-elect MTB Directors.
4. To confirm appointment of Independent Director.
5. To appoint / reappoint Statutory Auditors and fix their remuneration.
6. To appoint / reappoint Corporate Governance Compliance Auditors and fix their remuneration.

SPECIAL BUSINESS

1. To approve the proposal for purchasing fixed asset (Land measuring 60.00 katha/3 Bigha) located at Beraid, Dhaka for building proposed Head Office of the Bank thereupon at a price of BDT. 18,000,000/- (Bangladesh Taka Eighteen Million only) per katha, having total value of BDT. 1,080,000,000/- (Bangladesh Taka One Thousand Eighty Million only) excluding VAT, Tax & registration related costs, subject to approval of the regulatory authorities.

May 12, 2024
Dhaka.



To join
25th AGM 2024



Virtual AGM
System Manual

By order of the MTB Board
of Directors
Sd/-
Rais Uddin Ahmad
Group Company Secretary
Mutual Trust Bank PLC

NOTES:

- i. The shareholders whose names appeared in the Members/Depository Register under Central Depository System (CDS) on the Record Date i.e. May 09, 2024, are eligible to participate and vote in the Annual General Meeting (AGM) and receive dividend.
- ii. The Board of Directors have recommended **10% (Ten percent) Cash Dividend**.
- iii. Pursuant to the Bangladesh Securities and Exchange Commission's Directives, the AGM will be held virtually which will be conducted via live webcast.
- iv. The shareholders may cast their vote (e-vote) using online platform, which will be opened 48 hours prior to start of AGM as per the Bangladesh Securities and Exchange Commission's (BSEC) Directive.
- v. The shareholders will be able to post/submit their questions/comments electronically to <https://mutualtrustbank.bdvirtualagm.com> and may also email to share@mutualtrustbank.com or faisal.masum@mutualtrustbank.com or ismail.hossain@mutualtrustbank.com 48 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: <https://www.mutualtrustbank.com>.
- vii. The shareholders were requested to update their details (i.e., email ID, mobile number, present address, e-TIN number, Bank account number, etc. through their Depository Participants (DPs), before Record Date (May 9, 2024), which was mentioned in the Price Sensitive Information dated April 17, 2024, published on April 18, 2024, 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 May 16, 2024.
- 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 (MTB Share Department, 111 Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka) and email (share@mutualtrustbank.com) the soft copies of the lists of their margin clients (in MS Excel format) with all required information before May 16, 2024, for facilitating Cash Dividend, as per lists.
- ix. Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification, the soft copies of the Annual Report 2023, 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 2023, will also be available at the bank's website: <https://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 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/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 25th AGM".