

# City General Insurance Company Limited

Head Office: 27, Dilkusha C/A, Dhaka.1000 | web: [www.cityinsurance.com.bd](http://www.cityinsurance.com.bd)

## Notice of the 28<sup>th</sup> Annual General Meeting (Hybrid AGM)

Notice is hereby given that the 28<sup>th</sup> Annual General Meeting of the Shareholders of City General Insurance Company Limited will be held on **Thursday, March 28, 2024 at 11.00 A.M** using **Hybrid System** i.e. physical presence at **BCIC Auditorium 30-31, Dilkusha C/A, Dhaka** and also virtually through the link <https://cityinsurance.bdvirtualagm.com> by using digital platform to transact the following businesses:

### ORDINARY BUSINESS:

1. To receive, consider and adopt the Directors' Report and the Audited Financial Statements for the year ended 31 December 2023 together with the Auditors report thereon.
2. To approve Cash Dividend for the year ended 31 December 2023 as recommended by the Board of Directors.
3. To appoint the Statutory Auditors for the year 2024 and to fix their remuneration.
4. To elect Directors in place of retiring Directors.
5. To approve the appointment of an Independent Director.
6. To appoint BSEC Corporate Governance Compliance Auditor for the year 2024 and to fix their remuneration.
7. To appoint IDRA Corporate Governance Compliance Auditor for the year 2024 and to fix their remuneration.

### SPECIAL BUSINESS:

1. **To change the registered name of the Company to "CITY INSURANCE PLC" from "CITY GENERAL INSURANCE CO. LTD."**

To adopt the change of registered name of the Company to "**CITY INSURANCE PLC**" from "**CITY GENERAL INSURANCE CO. LTD.**" as per provision of the Companies Act. 1994 (As Amendment 2020) and to amend the relevant clauses of the Memorandum and Articles of Associations of the Company by adopting the following special resolution:

**"RESOLVED THAT** the proposal of changing of registered name of the Company to "**CITY INSURANCE PLC**" from "**CITY GENERAL INSURANCE CO. LTD.**" in accordance with the Companies act 1994 (As amendment 2020) and to amend in the relevant clauses of the Memorandum and Articles of Associations of the company be and is hereby approved subject to approval of regulatory authorities.

**FURTHER RESOLVED THAT** the old name of the company will be replaced by the new name in all the statutory/title documents, Licenses and other relevant documents."

By order of the Board,

Sd/-

Date: March 06, 2024

**Mohammed Ashaduzzaman Sarkar**  
Company Secretary (Acting)

### **Notes:**

- a) The members whose name will appear in the members Register of the company as on the Record Date i.e. **March 12, 2024 (Tuesday)** will be eligible to participate in the Annual General Meeting and qualify for Dividend.
- b) Shareholders entitled to participate and vote at this Hybrid AGM may appoint a proxy to participate and vote. The 'Proxy Form', dully filled, signed and stamped at BDT 100/- must be sent through email to [share@cityinsurance.com.bd](mailto:share@cityinsurance.com.bd) not later than 48 hours before commencement of the AGM.
- c) Venue address and Weblink for joining in the AGM will be notified to the respective Member's through email and by SMS. Login/Participation process for the Digital Platform will also be available in the company's website: [www.cityinsurance.com.bd](http://www.cityinsurance.com.bd)
- d) Shareholders are requested to login to the system well ahead of the meeting at appointed time (11.00 a.m.) for the AGM on March 28, 2024. The online (Real time) or e-Voting option shall be opened before 24 hours prior to start of the Annual General Meeting.
- e) The Shareholders will be able to submit their questions/comments and also vote electronically 25 hours before commencement of the AGM and during the AGM. For logging into the system the Shareholders need to put their 16-digit Beneficiary Owners (BO) Account Number.
- f) Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification No. BSEC/CMRRCD/2006-158/208/Admin/81, dated 20 June 2018 the soft copy of the Annual Report 2023 will be sent within stipulated time to the email addresses of the Shareholders available in their Beneficiary Owner (BO) Accounts maintained with the Depository. The Soft copy of the Annual Report 2023 will be available in the website of the company at [www.cityinsurance.com.bd](http://www.cityinsurance.com.bd)
- g) The Stock Brokers are requested to provide "Consolidated Customers' Bank Account (CCBA)" and the Merchant Bankers and the Portfolio Managers of Margin Shareholder are requested to provide "Separate Bank Account" along with their clients list having shares on "Record Date" to pay off the Cash Dividend as per Bangladesh Securities and Exchange Commission's Directives No. BSEC/CMRRCD/2021-386/03, dated 14 January 2021 and also requested to mail the same at [share@cityinsurance.com.bd](mailto:share@cityinsurance.com.bd) (in PDF & MS Excel format) within 21 March 2024.

**NB: Members please note that no gift or benefits in cash or kind shall be given at the AGM as per BSEC's notification dated 24 October 2013.**