



# ENVOY TEXTILES LIMITED

Corporate & Registered Office: Envoy Tower  
18/E, Lake Circus Kalabagan, West Panthapath, Dhaka-1205

## NOTICE OF THE 28<sup>TH</sup> ANNUAL GENERAL MEETING

Notice is hereby given in compliance with the Judgement and Order passed on 14 January 2024 in the Company Matter No. 822 of 2023 that the 28<sup>th</sup> Annual General Meeting (AGM) of the Shareholders of Envoy Textiles Limited will be held on **Thursday, 28 March 2024 at 11:00 AM** at Gulshan Shooting Club, Gulshan Avenue, Beside Police Plaza, Dhaka 1212 to transact the following business:

### AGENDA

- Agenda Item No. 1: To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 30 June 2023 together with the Reports of the Board of Director's and the Auditor's thereon;
- Agenda Item No. 2: To declare dividend for the year ended 30 June 2023;
- Agenda Item No. 3: To elect the following Directors in accordance with the provision of Articles of Association of the Company as recommended by the Board:
- 3.1 Mr. Kutubuddin Ahmed;
- 3.2 Mrs. Shehrin Salam Oishee;
- 3.3 Mrs. Sumayyah Ahmed;
- Agenda Item No. 4: To appoint Auditors of the Company for the term until the conclusion of 29<sup>th</sup> Annual General Meeting and to fix up their remuneration;
- Agenda Item No. 5: To seek consent of the company in the general meeting for re-appointment of the Managing Director; and
- Agenda Item No. 6: To appoint a Professional Accountant/Secretary for the year 2023-24

By Order of the Board

M Saiful Islam Chowdhury, FCS  
Company Secretary

Registered Office:

Envoy Tower  
18/E, Lake Circus, Kalabagan  
West Panthapath, Dhaka 1205

Sunday, 3 March 2024  
Dhaka

### Notes:

- Shareholders whose names appeared in the Depository Register as of the Record Date, which was **15 February 2024**, are eligible to participate in the 28<sup>th</sup> Annual General Meeting (AGM) and are entitled to receive the dividend.
- Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Directive and Circular, the AGM will be conducted through a hybrid system at Gulshan Shooting Club, Gulshan Avenue, Beside Police Plaza, Dhaka 1212. Members will have the option to participate and Vote either in person at the specified location or virtually via a digital platform.
- The shareholders, who will join virtually, are requested to participate in the meeting by logging into this link: <https://envoytex.bdvirtualagm.com> or by scanning the following QR Code:



To log in to the system, members need to enter their 16-digit Beneficial Owner (BO) ID number as proof of identity. An OTP will be sent during the login process to the member's mobile number, as recorded in the central depository system. Otherwise, members can update their valid mobile number with us by submitting a written request at least 12 hours before the meeting begins.

- The members will be able to submit their questions/comments and vote electronically 48 hours before the commencement of the AGM and during the AGM. The members may also submit their questions/comments and Vote in person or by proxy during the AGM.
- Shareholders are requested to present credentials as proof of their shareholdings during registration at the meeting venue.
- The proxy form, to be affixed with requisite revenue stamp or notarized Power of Attorney or Authorization Letter, duly executed, must be deposited at the Registered Office of the Company not less than 48 hours before the time fixed for the meeting.
- Pursuant to Articles 108 and 109 of the Articles of Association, a corporate shareholder of the company may authorize, by resolution of the Board of Directors of such body corporate, any person it thinks fit to act as a representative at any meeting of the shareholders of the company. The authorized person shall be eligible to attend the meeting and cast votes.
- The Annual Report 2023 will be sent to the email addresses of respective shareholders, and the same report will also be available on the company's website: [www.envoytextiles.com](http://www.envoytextiles.com)