ENVOY TEXTILES LIMITED

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

NOTICE OF THE 27TH ANNUAL GENERAL MEETING

Notice is hereby given that the 27th Annual General Meeting (AGM) of the Shareholders of Envoy Textiles Limited will be held on Thursday, 24 August 2023 at 11:00 AM [Dhaka local time] via a digital platform to transact the following business:

AGENDA

Ordinary Business

Agenda Item No. 1: To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 30 June 2022 together with the Reports of the Directors' and the Auditors' thereon;

Agenda Item No. 2: To declare dividend for the year ended 30 June 2022;

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 Mrs. Rashida Ahmed;

3.2 Mrs. Sharmin Salam;

3.3 Mr. Ishmam Salam;

Agenda Item No. 4: To confirm the appointment of Independent Directors of the Company;

Agenda Item No. 5: To appoint Auditors of the Company for the term until the conclusion of 28th Annual General Meeting and to fix up their remuneration; and

Agenda Item No. 6: To confirm the appointment of Mr. Tanvir Ahmed as Managing Director;

Agenda Item No. 7: To confirm the appointment of Barrister Shehrin Salam Oishee as Deputy Managing Director;

Agenda Item No. 8: To appoint a Professional Accountant/Secretary for the year 2022-23

Special Business

Agenda Item No. 9: To pass a special resolution in order to increase the Authorized Capital of the Company from Taka 400 crore to Taka 475 crore and to amend the 'Section E' and 'Article 6' of the Memorandum and Articles of Association of the Company respectively.

By order of the Board

M Saiful Islam Chowdhury, FCS
Company Secretary

Wednesday, 26 July 2023
Dhaka

Notes:

(i) Shareholders whose names appeared in the Depository Register as of the Record Date, which was 31 May 2023, are eligible to participate in the 27th Annual General Meeting (AGM) and are entitled to receive the dividend.

(ii) Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Order, the AGM will be conducted via a digital platform.

(iii) The shareholders are requested to participate in the meeting by logging into the following link: https://envoytex.bdvirtualagm.com

(iv) The Members will be able to submit their questions/comments and vote electronically 24 hours before the commencement of the AGM and during the AGM. To log in to the system, the Members need to input their 16-digit Beneficial Owner (BO) ID number and other credentials as proof of their identity

(v) 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.

(vi) 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.

(vii) Pursuant to the BSEC Notification, the soft copy of the Annual Report 2022 will be sent to the email addresses of the Members available in their BO accounts maintained with the Depository. This Report will also be available on the Company's website at http://www.envoytextiles.com in due course of time.