



NOTICE OF THE 24th ANNUAL GENERAL MEETING

This is hereby Noticed that the **24th ANNUAL GENERAL MEETING** of the shareholders of **Hakkani Pulp & Paper Mills Limited** will be held on Tuesday, the 29th December, 2020 at 11.00 a.m at virtually by using Digital Platform as per BSEC order SEC/SRM/04/231/25 July 08.2020 through the Link <https://tinyurl.com/hakkaniagm2020> to transact the following business:

- Agenda-1 : To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 30th June 2020 together with the Reports of the Auditors' and the Directors' thereon.
- Agenda-2 : To declare and approve dividend for the year ended 30th June 2020 as recommended by the Board of Directors.
- Agenda-3 : To elect Directors in terms of the Articles 82 of Association of the Company.
- Agenda-4 : To approve the reappointment of independent Director.
- Agenda-5 : To appoint Auditors for the year ended 30th June, 2021 and fix their remuneration.
- Agenda-6 : To appoint professional for the Certification on Corporate Governance for the year ended 30th June, 2021 and fix their remuneration.
- Agenda-7 : To transact any other business of the company with the permission of the Chair.

Dated : Chattogram
November 14, 2020

By order of the Board


(Mohammad Musa)
Company Secretary

Notes:

- (1) December **03, 2020 is scheduled as Record Date** for the 24th Annual General Meeting of the company. Shareholders whose name will appear on the Register of Members/CDS record on the Record Date will be eligible to attend the meeting and entitled for dividend.
- (2) The shareholders will join the Virtual AGM of Hakkani Pulp and Paper Mills Limited through the link prior to 24 hours of the meeting. BO ID will be as the user ID and number of shareholding on the record date will be as pass word. The shareholders will be able to registered and comments before commencement of the AGM and during the AGM. If any technical problems arise to join the virtual meeting requested to call at the mobile number +88-01714-087510. Written queries, if any, should reach at the share department of the company at least 24 hours before the meeting for the sake of convenience of appropriate explanation.
- (3) A member entitled to attend and vote at the 24th Annual General Meeting can appoint a proxy to attend the meeting and vote on his/her behalf. The proxy form duly stamped with revenue stamp of Taka 10.00 must be send at the share department of the Company at Hakkani Pulp and Paper Mills Limited, 2/10, D.T Road, North Pahartali, Chattogram or through e-mail- companysecretary@hakkanigroup.com or compliancehppml@gmail.com not later than 48 hours before the appointed time of the meeting.
- (4) As per notification of BSEC, the soft copy of Annual Report will be sent to the shareholders' e-mail address available in their BO Accounts maintained by the Depository Participant (DP). The soft copy of Annual Report FY 2019-20 and Proxy Form will also be available in the company's website at www.hakkanigroup.com. The shareholders may also collect the printed copy of Annual Report FY 2019-20 from the share department of the company.
- (5) Shareholders bearing BO ID are requested to update the particulars of Bank A/C, e-mail address, change of address and 12 digit Tax payers' identification number (e-Tin) through their depository participant (DP) before **December 03, 2020**. If the shareholders failed to upload their e-Tin before **December 03, 2020** income tax at source will be deducted from payable dividend @15% instead of @10% as per amendment Income Tax Ordinance, 1984 under section 54. The Shareholders who are maintaining folio no. are also requested to submit their e-Tin before **December 03, 2020** to the Share Department of Hakkani Pulp and Paper Mills Limited, 2/10, D. T. Road, North Pahartali, Chattogram.
- (6) Depository Participants/Stock Brokers are requested to send the list of margin account holders based on record date i.e. 03/12/2020. If any, within the December 15, 2020 to the company through hard copy or e-mail at companysecretary@hakkanigroup.com or compliancehppml@gmail.com, otherwise, the dividend will be paid to the shareholders whose names appeared in the Member/Depository Register on the "Record Date".
- (7) Election of Directors will be held in terms of Articles of Association of the Company and relevant Rules / Circulars in force.