



# হাক্কানী পাল্প এন্ড পেপার মিলস্ লিঃ HAKKANI PULP & PAPER MILLS LTD.

## NOTICE OF THE 28<sup>th</sup> ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 28<sup>th</sup> ANNUAL GENERAL MEETING (AGM) of the shareholders of Hakkani Pulp & Paper Mills Limited will be held on **Saturday, the 21 December 2024 at 11.00 a.m** through Hybrid System i.e. online video conference (<https://agmbd.live/hakkanipul2024>) as well as physical presence of honorable shareholders of the company at **GRAND TASFIA CONVENTION HALL, Anandipur, PC Road, Chattogram** as per BSEC order BSEC/CMRRCD/2009-193/08 dated 10 March, 2021 and Further BSEC Directive No-BSEC/ICAD/SRIC/2024/318/09 dated 16 January 2024 to transact the following business:

Agenda-1 : To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 30<sup>th</sup> June 2024 together with the Reports of the Auditors' and the Directors thereon;

Agenda-2 : To declare and approve the dividend for the year ended 30<sup>th</sup> June 2024 as recommended by the Board of Directors;

Agenda-3 : To appoint/re-appoint Director(s) in terms of Articles 82 of Association of the Company;

Agenda-4 : To appoint the Statutory Auditors for the year ended 30 June 2025 and fix their remuneration;

Agenda-5 : To appoint the Corporate Governance Compliance Auditors for the year ended 30 June 2025 and fix their remuneration;

Agenda-6 : To consider and approve of the **Related Party Transactions** (as disclosed in the Note 40 of the Audited Financial Statements) pursuant to the BSEC Notification No. BSEC/CMRRCD/2009-193/Admin/103 dated 5<sup>th</sup> February 2020;

Dated: Chattogram  
October 26, 2024



QR code for Digital platform of AGM

By order of the Board

Mohammad Musa,  
Company Secretary

### Notes:

1. The shareholders whose name appeared in the Share/Depository Register as on the 'Record Date' (i.e. November 14, 2024), are eligible to participate in the 28<sup>th</sup> AGM and receive the dividend.
2. In order to comply with the BSEC Directives No. BSEC/CMRRCD/2009-193/08 dated March 10, 2021 and further BSEC Directives No. BSEC/ICAD/ SRIC/2024/318/09 dated January 16, 2024; the ensuing 28<sup>th</sup> AGM of the Company will be conducted through Hybrid System in combination of Physical presence of shareholders at the venue of AGM and or connection of shareholders by using digital platform or online platform.
3. A shareholder entitled to attend and vote at the AGM may appoint a proxy to attend and vote in his/her behalf (such a proxy shall be a shareholder of the Company). The Proxy Form, duly filled, signed and stamped of BDT 20 must be sent through email to the Company at [compliancehppml@gmail.com](mailto:compliancehppml@gmail.com) not later than 48 hours before the time fixed for the meeting.

**Chattogram Office :** 2/10, D.T Road, North Pahartali, Chattogram, Bangladesh.

**Phone :** +88-02-43151463, 02-43150864-5 (PABX), Fax : + 88-02-43152344

**Factory :** Mouza : Halim Kharchar, P/S.: Patiya, Chattogram, Bangladesh

**Dhaka Office :** Flat # B-3, 30, Topkhana Road, Paltan, Dhaka-1000, Bangladesh.



E-mail : [info@hakkanigroup.com](mailto:info@hakkanigroup.com)  
Web : [www.hakkanigroup.com](http://www.hakkanigroup.com)



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- 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 **05 December 2024**. If the shareholders failed to upload their e-Tin before **December 05, 2024** income tax at source will be deducted from payable dividend @15% instead of @10% as per amendment Income Tax Act-2023. The Shareholders who are maintaining folio no. are also requested to submit their e-Tin before **05 December 2024** to the Share Department of Hakkani Pulp and Paper Mills Limited, 2/10, D.T Road, North Pahartali, Chattogram.
- The concern stock broker, merchant banker and portfolio manager are requested to submit through mail to the Company at [compliancehppml@gmail.com](mailto:compliancehppml@gmail.com) on or before **December 05** the statement along with detail of their margin client or customer who has debit balance or margin loan, who are entitled to receive cash dividend of the Company for the year ended June 30, 2024. The statement should include shareholder's name, BO ID number, client-wise shareholding position, gross dividend receivable, applicable tax rate, net dividend receivable etc. along with the Consolidated Customers' Bank Account number, routing number and contact person.
- The shareholders will be able to submit their questions/comments and vote electronically 24 hours before commencement of the AGM and during the AGM. For logging in to the system, the shareholders need to put their 16 digit Beneficial Owner (BO) ID number as User ID and Shareholding on the record date as password as proof of their identity by visiting the link <https://agmbd.live/hakkanipul2024>.
- Shareholders may attend the AGM and cast his/her vote physically has to submit his/her duly filed and signed registration form to the registration counter at the AGM venue prior to the meeting start time of 11:00 am (Bangladesh Time) on 21 December 2024.
- Shareholders are requested to log in to the system prior to the meeting start time of 11:00 a.m. on 21 December 2024. The webcast will start at 10:45 a.m. on March 19, 2024. Please contact **+8801714-087518** and **+8801799-996003** for any technical difficulties in accessing the virtual meeting.
- As per Bangladesh Securities and Exchange Commission's Notification No. BSEC/CMRRCD/2006-158/208/Admin/81 dated 20 June 2018; soft copy of Annual Report of the Company along with Attendance Slip, Proxy Form and the notice will be forwarded to all the shareholders of their respective email address available with us. These will also be available on the Company's website at [www.hakkanigroup.com](http://www.hakkanigroup.com). The shareholders may also collect the annual report of the Company from the Company's Share Department at Registered Office in person.
- In compliance with the BSEC circular No. SEC/CMRRCD/2009-193/154 dated 24 October 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 28<sup>th</sup> AGM of the Company.
- Appointment / Re-appointment of Directors will be held in terms of Articles of Association of the Company and relevant rules/ circulars in force.
- BSEC directives will be applicable in all respect.



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