হাক্কানী পাল্প এন্ড পেপার মিলস্ পিএলসি

HAKKANI PULP & PAPER MILLS PLC.

NOTICE OF THE 29TH ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the **29th Annual General Meeting (AGM)** of the shareholders of **Hakkani Pulp & Paper Mills PLC** will be held on **Saturday, 20 December 2025 at 11:00 a.m.**, through a **Hybrid System**, i.e., both **physically** at the **Grand Tasfia Convention Hall**, Anandipur, P.C. Road, Chattogram, and **virtually** via online video conference at https://agmbd.live/hakkanipul2025, in accordance with the **BSEC Order No. BSEC/CMRRCD/2009-193/08 dated 10 March 2021** and **BSEC Directive No. BSEC/ICAD/SRIC/2024/318/09 dated 16 January 2024**, to transact the following business:

Agenda-01: To receive, consider and adopt the Audited Financial Statements of the Company for the year ended **30 June 2025**, together with the Reports of the Auditor thereon and the Report of the Directors.

Agenda-02: To declare and approve the dividend for the year ended **30 June 2025**, as recommended by the Board of Directors.

Agenda-03: To appoint/re-appoint Director(s) in terms of **Article 82** of the Articles of Association of the Company.

Agenda-04: To approve the appointment of Independent Director of the Company.

Agenda-05: To appoint the Statutory Auditors for the year ending **30 June 2026** and fix their remuneration.

Agenda-06: To appoint the Corporate Governance Compliance Auditors for the year ending **30 June 2026** and fix their remuneration.

Agenda-07: To consider and approve the Related Party Transactions (as disclosed in **Note 39** of the Audited Financial Statements) pursuant to the **BSEC Notification No. BSEC/CMRRCD/2009-193/Admin/103 dated 5 February 2020**.

By order of the Board,

Mohammad Musa
Company Secretary
Date: Chattogram, 27 October 2025

Notes:

1. **Record Date:** Shareholders whose names appear in the Share/Depository Register as on **17 November 2025** are entitled to attend the 29th AGM and receive the dividend.
2. In compliance with **BSEC Orders and Directives** cited above, the AGM will be conducted through a **Hybrid System**, combining both **physical attendance** and **virtual participation** of shareholders.

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.

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E-mail : info@hakkanigroup.com.
Web : www.hakkanigroup.com

3. A shareholder entitled to attend and vote at the AGM may appoint a **proxy** (who must also be a shareholder of the Company) to attend and vote on his/her behalf. The **duly completed, signed, and stamped Proxy Form (BDT 20)** must be sent by email to **compliancehppml@gmail.com** at least **48 hours prior** to the meeting.

4. Shareholders holding BO accounts are requested to **update their Bank Account details, Email addresses, Mailing addresses, and 12-digit e-TIN** through their **Depository Participant (DP)** by **07 December 2025**.

   - Failure to update e-TIN within the stipulated date will result in **income tax deduction at source @15%** instead of **@10%**, as per the **amended Income Tax Act 2023**.
   - Shareholders holding physical (folio) shares are requested to submit their e-TIN to the Company's Share Department at the Registered Office by the same date.

5. **Stock Brokers, Merchant Bankers, and Portfolio Managers** are requested to submit to **compliancehppml@gmail.com** by **07 December 2025** the list of **margin clients** or customers with debit balances who are entitled to receive cash dividend for the year ended 30 June 2025.

6. Shareholders may **submit questions / comments and vote electronically** up to **24 hours before** the commencement of the AGM and during the meeting. To log in, please use your **16-digit BO ID number** as User ID and your **shareholding as of the Record Date** as password by visiting https://agmbd.live/hakkanipul2025.

7. Shareholders attending the AGM **physically** must submit their **duly filled and signed registration form** at the registration counter at the venue **before 11:00 a.m.** on **20 December 2025.**

8. Shareholders joining **virtually** are requested to log in prior to the meeting start time of **11:00 a.m.** on **20 December 2025.**

   The webcast will commence at **11:00 a.m. on 19 December 2025.** For any technical assistance, please contact **+8801714-087518** or **+8801799-996003.**

9. Pursuant to **BSEC Notification No. BSEC/CMRRCD/2006-158/208/Admin/81 dated 20 June 2018**, soft copies of the **Annual Report**, **Attendance Slip**, **Proxy Form**, and this **Notice** will be sent to shareholders' registered email addresses. These documents will also be available on the Company's website at **www.hakkanigroup.com**. Shareholders may also collect printed copies from the Company's Share Department at the Registered Office.

10. In compliance with **BSEC Circular No. SEC/CMRRCD/2009-193/154 dated 24 October 2013, no benefit in cash or kind**, other than the declared **cash dividend**, shall be distributed to shareholders at the AGM.

11. The **appointment/re-appointment of Directors** shall be conducted in accordance with the **Articles of Association** of the Company and all relevant **rules, regulations, and circulars** in force.

12. **All BSEC directives and regulatory provisions** shall apply in all respects.

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