



সিভিও পেট্রোক্যামিকেল রিফাইনারী লিমিটেড

CVO Petrochemical Refinery Limited

(A PUBLIC LIMITED COMPANY)

Notice of the 37th Annual General Meeting

Notice is hereby given that the 37th Annual General Meeting of the Shareholders of CVO Petrochemical Refinery Limited will be held on Monday, December 26, 2022 at 11.00 a.m. by using digital platform through the link: <https://agmbd.live/CVOPRL2022> to transact the following business.

Agenda:

01. To receive, consider and adopt the Audited Financial Statement for the year ended 30th June, 2022 together with the reports of the Directors' and the Auditors' thereon.
02. To approve the no dividend as recommended by the Board of Directors.
03. To elect/re-elect the Director(s) of the company.
04. To approve the appointment of Independent Director for one next term.
05. To appoint Statutory Auditors for the financial year 2022-23 and to fix their remuneration.
06. To appoint Compliance Auditors for the financial year 2022-23 and to fix their remuneration.
07. To transact any other business with permission of the Chair.

By order of the Board

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Dated: December 11, 2022
Chattogram

Khawza Mowin Uddin Hossain
DMD & Company Secretary

Notes:

01.Record Date: November 24, 2022

The shareholder whose names will appear in the Shareholders' Register of the Company or in the Depository Register of CDBL on the record date will be eligible to attend the 37th Annual General Meeting and vote thereat i.e. propose & second through digital platform.

02.Attendance:

In pursuant to the BSEC's Order No. SEC/SRMIC/94-231/25, dated: 08 July 2020, the AGM will be a virtual meeting of the members which will be conducted via live webcast by using digital platform. The shareholders will be able to attend the virtual meeting through the provided link.

03.Proxy:

A Shareholder unable to participate and vote in the AGM may appoint a Proxy to participate and vote in his/her stead. In order to be effective, the scanned copy of the Proxy Form duly filled, signed and stamped with Revenue stamp of Tk. 20.00 must be sent to the email at shareoffice@cvopetro.com not later than 72 (seventy-two) hours before commencement of the AGM.

04.The shareholders will be able to submit their questions/comments 24 (twenty-four) hours before commencement of the AGM and during the AGM through logging into the system. The shareholders need to put their Name, BO account number/Folio number and No. of shares held as proof of their identity by visiting the aforementioned link which will also be available in the company's website at www.cvopetro.com and will also be sent to the respective email address of the shareholders in due course.