



TITAS GAS TRANSMISSION & DISTRIBUTION CO. LTD.

(A COMPANY OF PETROBANGLA)

Ref. No. 28.13.0000.030.06.001.23 / 1268

Date : 20 November, 2023

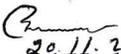
Notice of the 42nd Annual General Meeting

Notice is hereby given to all Shareholders of Titas Gas Transmission & Distribution Company Ltd. that the 42nd Annual General Meeting of the Shareholders of the Company will be held on Wednesday, 20 December 2023 at 6:00 P.M. by using **Digital Platform** through the link <https://titasgas42ndagm.virtualagmbd.com> to transact the following business and adopt necessary resolutions:

Agenda:

1. To receive, consider and adopt the Audited Financial Statements for the year ended 30 June, 2023 together with the reports of the Directors' and Auditors' thereon;
2. To declare Dividend for the year ended 30 June, 2023 as recommended by the Board;
3. To elect Directors in accordance with the provision of the Company's Act, 1994 and the Articles of Association of the Company;
4. To appoint Statutory Auditors for Audit of Accounts of the Company for the year ended 30th June, 2024 and fix their remuneration;
5. To appoint Compliance Auditors for the year ended 30th June, 2024 and fix their remuneration; and
6. To approve appointment of the Independent Directors.

By Order of the Board


(Md. Lutful Hyder Masum)

Company Secretary

Notes:

1. The "Record Date" has been fixed on Wednesday, 15 November, 2023. The Shareholders' names appearing in the Register of Shareholders of the Company in the Depository on the "Record Date" will be eligible to attend the AGM and to receive the Dividend.
2. Any Shareholder of the Company eligible to attend and vote at the Annual General Meeting or may appoint a proxy to attend and vote on his/her behalf. The proxy form duly filled in and signed by the Shareholder and stamped (Tk.20.00) must be submitted at the Registered Office (Titas Gas Bhaban, 105, Kazi Nazrul Islam Avenue, Kawran Bazar C/A, Dhaka-1215) of the Company at least 48 hours before the meeting.
3. As per BSEC order No. SEC/SRMIC/94-231/25 dated 08 July 2020; the imminent 42nd AGM of the Company shall be conducted through **Digital Platform**.
4. The members are requested to participate 01 (one) hour (BD time) before commencement of the AGM by using link <https://titasgas42ndagm.virtualagmbd.com>. In case of logging in to the System, the members need to put their 16 digit BO ID numbers as user name and share number as password (based on record date data) to proof their identity.
5. The link of virtual AGM and detail procedures to participate in the AGM shall be notified to the valued shareholders' E-mail ID and contact number in due course and these will also be available on Titas Gas T & D company Ltd.'s website at www.titasgas.gov.bd. Annual Report 2022-23 will also be available in company's website www.titasgas.gov.bd.
6. Shareholders are requested to submit their written option to receive dividend to the Company's Share Department on or before 30 November, 2023. In case of non-submission of such option with the stipulated time, the dividend will be paid of as deemed appropriate by the Company
7. Concerned Brokerage houses/DPs are requested to provide detail list (Shareholder's name, BO ID, client-wise shareholding position, applicable tax rate with ETIN no., contact Person, DP's Bank Account's Information etc.) of their margin account holders who hold shares on record date to Company's Share Department & soft copy in MS Excel format to titasshare@gmail.com on or before 30 November, 2023.