



Corporate Office:

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NOTICE OF 17TH ANNUAL GENERAL MEETING (HYBRID)

Notice is hereby given that the 17th Annual General Meeting of **Zaheen Spinning PLC** will be held on Sunday, 29th day of December, 2024, 9.00 a.m. both physical presence of shareholders at the venue at **The Dhanmondi Party Centre, House #107, Road # 9/A, Dhanmondi, Dhaka - 1209** and virtually by using **Digital Platform** through the link: <https://zaheenspinning.bdvirtualagm.com> to transact the following businesses:

AGENDA

1. To receive, consider and adopt the Director's Report, Audited Financial Statements along with Auditors Report thereon for the year ended on 30th June 2024.
2. To approve the dividend for the year ended on 30th June, 2024.
3. To elect/ reelect Directors.
4. To appoint Statutory Auditors of the Company for the year 2024-2025 and fix their remuneration.
5. To appoint Corporate Governance Code Auditors of the Company for the year 2024-2025 and fix their remuneration.
6. To transact any other business with the permission of the chair.

By Order of the Board of Directors

Md. Mohin Uddin
Company Secretary

Date: October 27, 2024

Notes:

1. Record Date: Thursday, November 21, 2024.
2. The Shareholders whose name will appear in the Share Register/ Depository Register on the Record Date will be eligible to attend and vote at the AGM.
3. Pursuant to the BSEC letter No. BSEC/CAD/SRIC/2024/318/09 dated 16 January 2024, the AGM will be held using Hybrid System (Physical presence & Digital Platform). Soft copy of the Annual Report will also be available in the company's website at: www.zaheenspinningltd.com
4. Any member may appoint a proxy to attend and vote on his/her behalf. The scanned copy of the proxy form duly stamped and signed by the member must be sent through e-mail: mohin@zaheenspinningltd.com to the Share Department at least 48 hours before the time fixed for the AGM.
5. The shareholders will be able to submit their questions, comments through e-mail: info@zaheenspinningltd.com 24 hours before commencement of the AGM and during the AGM.
6. For login into the system, the shareholders need to put their 16 digit Beneficiary Owner (BO) ID number and other credentials as proof of their identity by using the link: <https://zaheenspinning.bdvirtualagm.com>