সিভিও পেট্রোক্যামিকেল রিফাইনারী লিমিটেড
CVO Petrochemical Refinery Limited
(A PUBLIC LIMITED COMPANY)

Notice of the 34th Annual General Meeting

Notice is hereby given that the 34th Annual General Meeting of the Shareholders of CVO Petrochemical Refinery Limited will be held on Tuesday, December 24, 2019 at 10.30 a.m. at **Shaila Square**, House No. 30, Road No. 1, Panchlaish, Beside Panchlaish Police Station, Chittagong - 4203 to transact the following business.

Agenda:

01. To receive, consider and adopt the report of the Directors and the audited financial statements of the Company for the year ended on June 30, 2019 together with Auditors' Report thereon.
02. To approve the declaration of 02% cash dividend (Per share of Tk. 10 each) only to the ordinary shareholders excluding the Sponsors & Directors for the year ended on June 30, 2019 as recommended by the Board of Directors.
03. To elect/re-elect Directors by rotation in terms of Articles of Association of the Company.
04. To approve the nomination for appointment of Independent Directors for next one term.
05. To ratify the Statutory Auditors for the financial year 2018-19 and to fix their remuneration.
06. To appoint Statutory Auditors for the financial year 2019-20 and to fix their remuneration.
07. To ratify the Compliance Auditors for the financial year 2018-19 and to fix their remuneration.
08. To appoint Compliance Auditors for the financial year 2019-20 and to fix their remuneration.
09. To transact any other business with permission of the Chair.

By order of the Board
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Mowin Hossain
Company Secretary

Dated: December 09, 2019
Chittagong

Notes:

01. Record Date: November 21, 2019 : The shareholders 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 34th Annual General Meeting, vote thereat and entitled to get the dividend.

02. Proxy: A Shareholder unable to attend the AGM may appoint a Proxy to attend and vote in his/her stead. In order to be effective, the Proxy Form duly filled, signed and stamped with Revenue stamp of Tk. 10.00 must be submitted at the Company's Corporate Office not later than 72 (seventy-two) hours before the AGM.

03. Attendance: Admission to the meeting will be strictly checked and verified with the attendance slip attached with the Annual Report as well as verification of signature of Members/Proxy.

04. Shareholders are requested to update their respective BO account well in time with 12 Digit e-TIN, Bank Account, Mailing/Postal Address and Contact Number through their respective Depository Participants. Advance Income Tax (AIT) according to the conventional law will be deducted from eligible cash dividend, if anyone fails to update his/her BO account with the 12 Digit e-TIN before/on the record date.

Special Note : No benefit or gift in cash or kind shall be given to the shareholders for attending the 34th Annual General Meeting as per Bangladesh Securities & Exchange Commission's Circular No. SEC/CMRRCD/2009-193/154, dated: October 24, 2013.

AGM Venue : Shaila Square, House No. 30, Road No. 1, Panchlaish, Beside Panchlaish Police Station, Chittagong 4203.
Date : 24-12-2019, Time : 10:30 AM

A copy of Annual Report will be sent to the respective address of the shareholders through General Post Office (GPO) also will be available in the Company's web site at www.cvopetro.com