



# সিভিও পেট্রোক্যামিকেল রিফাইনারী পিএলসি CVO Petrochemical Refinery PLC

## Notice of the 40<sup>th</sup> Annual General Meeting

Notice is with this given that the 40<sup>th</sup> Annual General Meeting of the Shareholders of CVO Petrochemical Refinery PLC will be held on Wednesday, 10th December 2025, at 11.00 a.m. by using the **Hybrid platform** through the link: <https://agmbd.live/CVOPRL2025> to transact the following business.

### Agenda:

01. To receive, consider, and adopt the Audited Financial Statement for the year that ended 30th June 2025, together with the reports of the Directors and the Auditors thereon,
02. To declare a dividend for the year ended 30<sup>th</sup> June 2025.
03. To elect/re-elect the Director(s) of the Company in terms of the relevant provision of the articles of association.
04. To approve the appointment of a female Independent Director.
05. To appoint Statutory Auditor for the year 2025-26 and to fix their remuneration.
06. To appoint a Compliance Auditor for the year 2025-26 and to fix their remuneration.



QR Code for 40<sup>th</sup>  
AGM Hybrid System

By order of the Board

**Khwaza Mowin Uddin Hossain**  
Deputy Managing Director &  
Company Secretary

Dated: 25th November, 2025  
Chattogram

### Notes:

01. The shareholders whose names will appear in the Shareholders' Register of the Company or the Depository Register of CDBL on the record date i.e. 30<sup>th</sup> October 2025 will be eligible to attend the 40<sup>th</sup> Hybrid System Annual General Meeting.
02. According to the BSEC's Order No. SEC/SRMIC/94-231/25, dated 08th July 2020, the AGM will be a Hybrid meeting of the members, conducted via physical (Venue: The King of Chittagong, Chattogram, Time: 11 AM, Date: 10<sup>th</sup> December 2025) & live webcast using the digital platform. The shareholders can attend the virtual meeting through the provided link.
03. A Shareholder unable to participate and vote in the AGM may appoint a Proxy to participate and vote in their stead. To be effective, the scanned copy of the Proxy Form must be duly filled out, signed, and stamped with the Revenue stamp of Tk. 20.00 must be sent to the email at [shareoffice@cvopetro.com](mailto:shareoffice@cvopetro.com) not later than 72 (seventy-two) hours before the commencement of the AGM.
04. The shareholders will be able to submit their questions/comments 24 (twenty-four) hours before the commencement of the AGM and during the AGM by logging into the system. The shareholders need to put their Name, BO account number/Folio number and number of shares held as proof of their identity by visiting the link mentioned above, which will also be available on the Company's website at [www.cvopetro.com](http://www.cvopetro.com) and will also be sent to the respective email address of the shareholders in due course.
05. According to the BSEC's Notification No. BSEC/CMRRCD/2006-158/207/Admin/80 dated 03rd June 2018, the Annual Report 2024-25 will be sent in soft form through the respective email address of the shareholders available in their BO accounts maintained with the CDBL and will also be available to the website of the Company at [www.cvopetro.com](http://www.cvopetro.com)

Registered & Corporate Office: 37, Katalgonj, Panchlaish, Chittagong.

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