

NOTICE OF THE 22nd ANNUAL GENERAL MEETING

Notice is hereby given that the 22nd Annual General Meeting of the Index Agro Industries Limited will be held on **Wednesday, December 21, 2022 at 11:00 A.M.** by using Digital Platform pursuant to the Bangladesh Securities and Exchange Commission's Order No. SEC/SRMIC/94-231/91 dated 31 March 2021 to transact the following businesses:

AGENDA:

1. To receive, consider and adopt the Audited Financial Statements of the company for the year ended 30th June 2022, together with the reports of the Auditor and the Directors.
2. To approve dividend as recommended by the Board of Directors for the year ended 30th June, 2022.
3. To elect/re-elect Director(s) of the Company.
4. To appoint the Statutory Auditors of the Company for the year ended 30th June 2023 and fix their remuneration.
5. To appoint the Corporate Governance Compliance Auditor for the year ended 30th June 2023 for compliance certification on corporate governance and fix their remuneration.

Dhaka, Bangladesh
Date: November 27, 2022

By order of the Board of Directors,
Sd/-
(Abu Jafar Ali FCS)
Company Secretary

Notes:

1. The shareholders whose name appeared in the Share/Depository Register as on the 'Record Date' (**i.e. November 14, 2022**), are eligible to participate in the 22nd AGM and receive the dividend.
2. The Board unanimously recommended cash dividend @ 10% (ten percent) of the paid up capital of the Company for the year ended June 30, 2022.
3. A shareholder entitled to attend and vote at the AGM may appoint a proxy to attend and vote in his/her behalf. The Proxy Form, duly filled, signed and stamped of Tk. 100.00 must be sent through email to the Company at **share@index-agro.com** not later than 48 hours before the time fixed for the meeting.
4. Shareholders are requested to submit through mail to the Company at share@index-agro.com on or before **December 19, 2022**, their written option to receive dividend in the form available in Company's website www.index-agro.com if the shareholder fails to submit such option within the stipulated time, the dividend will be paid off as deemed appropriate by the Company.
5. The concern stock broker, merchant banker and portfolio manager are requested to submit hard copy or through mail to the Company at share@index-agro.com on or before **December 19, 2022**; the statement along with detail of their margin client or customer who has debit balance or margin loan, who are entitled to receive cash dividend of the Company for the year ended June 30, 2022. The statement should include shareholder's name, BO ID number, client-wise shareholding position, gross dividend receivable, applicable tax rate, net dividend receivable etc. along with the Consolidated Customers' Bank Account number, routing number and contact person.
6. The shareholders will be able to submit their questions/comments and vote electronically 24 hours before commencement of the AGM and during the AGM. For logging in to the system, the shareholders need to put their 16 digit Beneficial Owner (BO) ID number and other credential as proof of their identity by visiting the link **https://indexagro22agm.digitalagmbd.net**
7. Shareholders are requested to log-in to the system prior to the meeting start time of 11:00 a.m. on December 21, 2022. The webcast will start at 10:30 a.m. on December 21, 2022. Please contact at +8801844004118 and +8801714979135 for any technical difficulties in accessing the virtual meeting.
8. Detail log in process has been sent through email to respective shareholder's mail ID available in their BO account maintained with the Depository. The detailed procedures to participate in the virtual meeting along with link are also available in the Company's website at **www.index-agro.com**.