

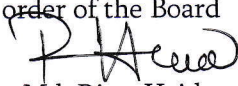
## NOTICE OF THE 7TH ANNUAL GENERAL MEETING

Notice is hereby given that the 7<sup>th</sup> Annual General Meeting (AGM) of SK Trims & Industries Limited will be held on Thursday, December 23, 2021 at 10.30 A.M. The AGM will be held virtually by using Digital Platform to transect the following business:

### AGENDA

1. To received, consider and adopt the Directors' Report and approve the Auditors' Report and Financial Statements for the year 2020-2021.
2. To approve the dividend for the year ended 30<sup>th</sup> June, 2021 as recommended by the Board of Directors.
3. To elect/re-elect/resign of directors and appointment/re-appointment of Independent Director as per terms of the relevant provision.
4. To appoint the Auditors of the company for the year 2021-2022.
5. To appoint Auditors/Professionals for Compliance of Corporate Governance Code.
6. To discuss about IPO fund utilization proceeds.
7. To transact any other business with permission of the Chair.

Dated: November 30, 2021

By order of the Board  
  
Md. Riaz Haider  
Company Secretary

### Notes:

1. The Shareholders whose name will be appeared in the share register of the company or in the depository register on the record date, i.e., November 25, 2021 will be entitled to attend the AGM and to receive the dividend.
2. Pursuant to the Bangladesh Securities & Exchange Commission's Order No. SEC/SRMIC/94-231/91 dated 31 March 2021, the AGM will be virtual meeting of the Members, which be conducted via live webcast by using digital platform.
3. The member will be able to submit their question/comments and vote electronically 24 hours before commencement of the AGM and during the AGM. For logging into the system, the members need to put their 16 digit Beneficial Owner (BO) ID number and other credential as proof of their identity by visiting the link (<http://sktrims7thagm.digitalagmbd.net>). The link also sent/be sent to the email addresses of the respective shareholders and available in the website of the company i.e. [www.sktrimsin.com](http://www.sktrimsin.com).
4. The detailed procedures to participate in the virtual meeting and Frequently Asked Questions (FAQs) have been published in the Company's website at [www.sktrimsin.com](http://www.sktrimsin.com)
5. We encourage the members to log into the system prior to the meeting start time of 10.30 am (Dhaka time). Please contact +8801708860503 for technical difficulties in accessing the virtual meeting.
6. A member entitled to attend and vote at the Annual General Meeting may appoint a proxy to attend the meeting and vote thereat on his/her behalf. The Proxy Form duly completed, must be affixed with a revenue stamps of BDT 20/- and deposited at registered office not later than 48 hours before the time of holding the meeting.
7. Pursuant to the Bangladesh Securities & Exchange Commission (BSEC) Notification No. BSEC/CMRRCD/2006-158/208/Admin/81 dated 20 June 2018, the soft copy of the Annual Report- 2021 is being sent to the email addresses of the members available in their Beneficiary Owner accounts maintained with Depository. The Members are requested to update their respective email address, mobile number & BO IDs with 12-Digit Taxpayer's Identification Number (e-TIN) and address through their Depository Participant (DP). The soft copy of the Annual Report will also be available on the Company's website at [www.sktrimsin.com](http://www.sktrimsin.com)