

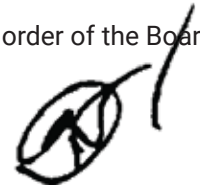
NOTICE OF THE 36th ANNUAL GENERAL MEETING

Notice is hereby given to members that the 36th Annual General Meeting (AGM) of Navana Pharmaceuticals Limited will be held on Thursday, December 22, 2022 at 12:00 Noon virtually by using digital platform through the link <https://navanaphar.digitalagmbd.net> in accordance with the BSEC's Order No. SEC/SRMIC/94-231/91 dated March 31, 2021, to transact the following businesses:

AGENDA

- Agenda-01:** To receive, consider and adopt the Directors' Report, Auditors' Report, and Audited Financial Statements of the company for the year ended June 30, 2022;
- Agenda-02:** To declare dividend for the year ended June 30, 2022 as recommended by Board of Directors;
- Agenda-03:** To elect/re-elect Directors of the company;
- Agenda-04:** To appoint Statutory Auditors for the year ended June 30, 2023 and fix up their remuneration;
- Agenda-05:** To appoint Corporate Governance Compliance Auditor for the year ended 30 June, 2023 and fix up their remuneration;

By order of the Board



JOYNUL ABEDIN ACS
Company Secretary

Dated: November 29, 2022

Notes:

- (1) The 'Record Date' in lieu of Book Closure was fixed on **Monday, 28 November, 2022**.
- (2) The shareholders whose name appeared in the Depository Register (CDBL) or register of the member of the company on the "Record Date" **i.e. 28 November 2022** will be entitled to attend in the Annual General Meeting and to receive the dividend.
- (3) A member, eligible to attend the AGM, may appoint a proxy to attend and vote on his/her behalf. The instrument appointing Proxy to be duly signed and affixed by the members with a revenue stamp of Tk. 20 must be submitted to the Share Office of the company at least 72 hours before AGM. Members may download Proxy Form from the Company's website (**i.e. www.navanapharma.com**).

- (4) Link for joining AGM through Digital Platform is <https://navanaphar.digitalagmbd.net>. The Details procedures to participate in the virtual meeting have provided in the company's website at www.navanapharma.com, Investor's Relationship Dept. as well as in the Annual Report and the link has already e-mailed to the respective members e-mail address which is available in the Depository Register as per record date. Members can join the Virtual Annual General Meeting using their laptop, PC, Mobile, or Tab providing their respective Name, 16-Digit BO ID, and No. of Shares.
- (5) The members will be able to submit their questions/comments and vote electronically 48 hours before commencement of the AGM and during the AGM.
- (6) Members can download the Annual Report by scanning the QR Code given above herein. The link for downloading Annual Report 2021-2022 is [https://navanapharma.com/public/page/annual Reports](https://navanapharma.com/public/page/annual%20Reports)
- (7) In Compliance with BSEC Notification No. BSEC/CMRRCD/2006-158/208/Admin/81 dated 20 June 2018:
- Annual Report, Attendance Slip, and Proxy Form along with the Notice sent in soft Form to the Members' registered e-mail address linked with their respective BO ID as on record date.
 - The members, who don't have an e-mail address linked with their BO ID, are requested to send their respective e-mail address to cs@navanapharma.com to enable us to send the e-Annual Report 2021-2022 or can download the same by scanning the QR Code given.
 - Members who want to collect the printed copy of the Annual Report from the Company Secretariat of the Company are requested to inform us in writing.
 - The Annual Report is also available on the Company's website linked with the websites of both Dhaka Stock Exchange Limited and Chittagong Stock Exchange Limited.
- (8) The concerned brokerage houses & merchant bankers were requested to provide us with a statement with the details (shareholders name, BO ID number, e-TIN number, gross dividend receivable, applicable tax rate, and net dividend receivable) of their margin loan holders who hold shares of the Company as on the Record Date, along with the name of the contact person in this connection. The brokerage houses & merchant bankers were also requested to provide us with their Bank Account Name, Number, Routing number etc. on or before **10 December 2022**.

