



## Dividend Distribution Policy

[Pursuant to the Companies Act 1994 and Bangladesh Securities and Exchange Commission's rules and regulations] The Dividend Distribution Policy has been prepared and adopted in compliance with the provisions of the Companies Act, 1994, Directives No. BSEC/CMRRCD/2021-386/03 dated 14 January 2021 of the Bangladesh Securities and Exchange Commission (BSEC).

The purpose of the policy is to comply with the Directives of the Bangladesh Securities and Exchange Commission (BSEC) The parameters set out in the policy are applicable for the distribution of dividend

### **Manner and procedures of Cash dividend payment**

- i) Cash dividend shall be paid directly to the Shareholder's bank account:
  - ii) Through Bangladesh Electronic Fund Transfer Network (BEFTN);
  - iii) Through bank transfer or any electronic payment system as recognized by the Bangladesh Bank (if not possible through BEFTN);
  - iv) In case of margin loan and claim by loan provider, through the Consolidated Shareholder's Bank Account (CCBA);
  - iv) To the separate bank account of the merchant Banker or portfolio manager through BEFTN;
  - v) Through the security custodian following Foreign Exchange Regulation for non-resident sponsor, director, shareholder or foreign portfolio investor (FPI); if any.
  - vi) Through the issuance of a Cash Dividend warrant and sending it through the post in case of non-availability of information of the shareholder.



#### **Manner and procedure of stock dividend distribution:**

The stock dividend shall be credited within 30 (thirty) days of approval subject to the clearance of the regulatory requirement, if any from BSEC, exchange(s) and the Central Depository Bangladesh Limited (CDBL) :

- i . To the BO account;
- ii. To the suspense BO Account for undistributed or unclaimed stock dividend/bonus shares;
- iii. he bonus dividend shall be transferred to the suspense BO account if the BO account is not available or the BO account is inactive;
- iv. The sale proceeds of fractional bonus dividend shall be paid off as per circular of BSEC or other regulatory authority from time to time.

#### **Issuance of Bonus Share:**

To ensure rightful ownership of the bonus shares the Company shall follow the directives issued by BSEC from time to time.

##### **Timeline for dividend pays off:**

- I . Cash and Stock Dividend shall be paid off to the entitled shareholder within 30 (thirty) days of approval.
- II. Amount of declared cash dividend payable for the concerned year/period shall be kept in a separate bank account within 10 (ten) days of declaration of a cash dividend by the board of directors of the Company and as per circular of regulatory authority from time to time.

Unpaid or unclaimed or unsettled cash dividends shall be settled as per instructions of BSEC from time to time.

#### **Tax matters**

Tax will be deducted at the source as per applicable tax laws.

#### **Amendments / Modifications**

To the extent any change/amendment is required in terms of any applicable law or change in regulations, the regulations would prevail over the policy and the provisions in the policy would be modified in due course to make it consistent with the law. Such an amended policy shall be placed before the Board for approval.