



## Corporate Governance Statement 2022-23

Corporate governance is the system of rules, practices and processes by which a company is directed and controlled on behalf of shareholders and stakeholders. Kohinoor Chemical Company (Bangladesh) Limited has always strived to maintain the highest standards of corporate governance and business conduct so as to create and maintain sustainable shareholder's value, safeguard stakeholder's interest and maintain investor's trust and confidence. The Board of Directors of Kohinoor Chemical Company (Bangladesh) Limited is primarily responsible for applying and maintaining the company's corporate governance and the Board considers itself a trustee of all shareholders and acknowledges its responsibilities to the shareholders for creating and safeguarding their assets.

### Composition of the Board

The Board comprises of eight members including two Independent Directors having diverse and professional expertise and experiences. Kohinoor Chemical Company (Bangladesh) Limited believes that its Board has the optimum level of knowledge, composure and technical understanding about the company's business. The composition of the Board of Directors of Kohinoor Chemical Company (Bangladesh) Limited as of June 30, 2023, was as follows:

Sl.	Name	Status		
		Board of Directors	AC *	NRC **
1	Mr. Mohammad Obaidul Karim	Chairman, Non-Executive Director	-	-
2	Mr. Rezaul Karim	Managing Director, Executive Director	-	-
3	Mr. Ebadul Karim	Non-Executive Director	Member	Member
4	Mrs. Arzuda Karim	Non-Executive Director	Member	Member
5	Mrs. Nurun Nahar	Non-Executive Director	-	-
6	Mrs. Shirin Akhter	Non-Executive Director	-	-
7	Prof. Dr. Anwar Hossain	Independent Director	Chairman	Chairman
8	Lt. Col. Kamal Ahmed, PSC (Retd.)	Independent Director	-	-

\* Audit Committee

\*\* Nomination & Remuneration Committee

The respective biographies of all members of the Board are set out on pages 12 to 16 of this Annual Report.

### Independent Directors

The Board of Directors of Kohinoor Chemical Company (Bangladesh) Limited appointed Lt. Col. Kamal Ahmed, PSC (Retd.) and Prof. Dr. Anwar Hossain as Independent Directors of the company with the approval of the shareholders. Both the Independent Directors are highly knowledgeable and qualified persons.



Prof. Dr. Anwar Hossain is the Vice Chancellor of Northern University Bangladesh. He has 50 years' experience in administrative and teaching profession. On the other hand Lt. Col. Kamal Ahmed, PSC (Retd.) was a formal Chief of Overseas Deployment Desk of Army Headquarters of Bangladesh, with 21 (twenty one) years' experience in Bangladesh Army.

They are free from any business or other relationships with the company that might materially affect the exercise of their independent judgment. The Board believes their experience and knowledge will enable them to provide both effective and constructive contribution to the company and both the Independent Directors fulfil the conditions specified in the revised Corporate Governance Code imposed by BSEC.

### **Principal Responsibilities of the Board**

The Board of Kohinoor Chemical Company (Bangladesh) Limited establishes structures and processes to fulfil Board responsibilities that consider the interests of investors, regulators, management and employees among others. The Board directions are taken at its meetings held as per the company's Memorandum and Articles of associations, the Companies Act 1994 and guidelines and regulations imposed by various regulatory authorities. The major responsibilities of the Board are as follows:

- Retention of full and effective control of the company;
- Formulation of strategic objectives, goals and direction to the company;
- Taking decisions concerning certain policies, budgets, financing plan and major capital expenditures of the company;
- Monitoring management in implementing plans and strategies, as approved by the Board;
- Appointment of the CEO, CFO, CS and HIAC of the company;
- Identification and monitoring of key risk areas and key performance indicators of the business;
- Confirmation of the fact that the company complies with relevant laws, regulations and codes of business practice;
- Providing assurance that the company communicates with shareholders and relevant stakeholders openly and promptly;
- Monitoring of the company's integrated performance;
- Establishment of a formal and transparent procedure for appointment to the Board;
- Regularly review the report provided by the committees; and
- Assessment of the performance of the board, its committees and its individual members on a regular basis.

### **Separation of work for the Chairman and the Chief Executive Officer (CEO)**

In compliance with the corporate governance code imposed by BSEC, the positions of the Chairman and the Managing Director of the company are filled by different individuals and there are clear defined roles and responsibilities for the Chairman and Managing Director of Kohinoor Chemical Company (Bangladesh) Limited.

Mr. Mohammad Obaidul Karim was elected as the Chairman of the Board from among the Non-Executive Directors of the company. The Chairman leads the Board and is responsible for ensuring the effectiveness of the Board and its governance processes.

On the other hand Mr. Rezaul Karim, Managing Director of the company is accountable to the Board and its committees to run and manage the company in accordance with the prescribed policies, principles and strategies established by the Board as well as rules, regulations and guidelines from the regulatory authorities.

Both the Chairman and the Managing Director are collectively accountable for the leadership of the company and for exercising the highest standards of ethics, integrity and governance.

### **Roles and responsibilities of the Chairman include:**

- Provides leadership to the Board and assesses whether the Board is functioning in accordance with the Memorandum and Articles of Association of the company and other applicable laws, rules and regulations;



- Fixes Board, committee and annual general shareholders meeting schedule including date, time and location of meetings and develops agendas in consultation with the CEO and the Company Secretary;
- Acts as Chair at meeting of Shareholders (AGM), meeting of Board of Directors and reviews and signs minutes of Board meeting;
- Promotes open discussion and constructive dialogue among the Directors inside or outside the Board meeting and between the Directors and the management team;
- Works with the CEO to ensure that Directors are properly informed and key issues are discussed by the Board in a timely manner, so that the Board has adequate support and all required information to make necessary decisions;
- Provides supports, independent advice and counsel to the CEO;
- Represents the company as its figurehead to the relevant stakeholders;
- Acts as a direct liaison between the Board and the management of the company, through the CEO; and
- Reviews the Board's sub-committees performance to make sure that they work effectively.

**Roles and responsibilities of the Chief Executive Officer include:**

- Formulates and successfully implements company policy;
- Develops strategic operating plans that reflect the longer-term objectives and priorities established by the Board and also directs strategy towards the profitable growth and operation of the company;
- Maintains the operational performance of the company and closely monitors the operating and financial results against plans and budgets;
- Represents the company to major stakeholders;
- Builds and maintains an effective management team;
- Assess the principal risks of the company and to ensure that these risks are being monitored and managed;
- Ensures effective internal controls and management information systems are in place;
- Ensures that the company maintains high standards of corporate citizenship and social responsibility wherever it does business; and
- Keeps the management and the Board informed about all material activities of the company and all material external factors affecting the company.

**Company Secretary**

The Company Secretary, Mr. Mohd. Shamim Kabir, FCMA is responsible for ensuring effective collection, compilation and timely flow of information to and from the Board. He assists and guides the Chairman and Board of Directors and acts as the Disclosure Officer of the company and monitors the compliance of the acts, rules, regulations, notifications, guidelines, orders/directives, etc. issued by BSEC or Stock Exchange(s) applicable to the conduct of the business activities of the company so as to protect the interests of the investors and other stakeholders. He does not hold the same Position in any other company at present.

**The key responsibilities of the Company Secretary include:**

- Responsible to advice on the corporate governance and other rules and regulations imposed by different regulatory authorities including RJSC, DSE, CSE, BSEC;
- Most notably, the responsibility for developing and implementing processes to promote and sustain good corporate governance has fallen largely within the remit of the Company Secretary;
- Facilitates the distribution of information to the concerned office or person in a timely manner like agenda items for Board meetings, investor communications and any other corporate announcement including Price Sensitive Information which may have significant material impact on the performance of the company;
- Maintains the necessary link and liaison with the internal organs like Board, Management, different divisions and department and also with the external agencies; and
- Performs company secretarial and legal matters- compliance with Companies Act and Memorandum & Articles of Association; arranging and holding the Board & committee meetings, annual general meeting, extra ordinary meeting as well as taking correct record of proceedings; maintaining statutory books.



### **Chief Financial Officer**

The name of the Chief Financial Officer of the company is Mr. Abu Bakar Siddique, FCMA. The primary responsibilities of the CFO are planning, implementing, managing and running of all the finance activities of a company, including business planning, budgeting, forecasting, negotiating and maintaining investor relations. The CFO together with the MD reviews and certifies the financial statements of the company and place before the Board. Mr. Abu Bakar Siddique is also one of the key members of Management Committee of the company and does not hold the same Position in any other company at present.

#### **Major duties and responsibilities of the Company CFO are as follows:**

- Responsible for directing the financial functions of the company in accordance with the applicable rules and regulation;
- Works with management team on the strategic vision of the organization including cultivating and fostering strategic relationships and potential alliances;
- Responsible for oversight of financial internal controls and coordination of all financial audits;
- Collaborates with the CEO and other senior leaders on operational and strategic issues as they arise; provide strategic recommendations based on financial analysis and projections, and revenue/expense analysis;
- Oversees all financial transactions, including billing, finance, accounting and reporting; and prepares and communicates monthly, quarterly, half yearly and annual financial statements;
- Develops the budget or financial forecasting for upcoming year considering the longterm budgetary planning and cost management in alignment with the strategic plan;
- Develops and promotes a framework to drive financial acumen and accountability across the organization; and
- Reviews and certifies the financial statements together with the MD/CEO and submit the same to the Board of Directors of the company.

### **Head of Internal Audit and Compliance**

Mr. AKM Reaz Haider, the Head of Internal Audit & Compliance is an extremely selfdriven and clearheaded person who strives to be a diligent professional through team work and relationships with the colleagues. He is responsible for performing the full audit cycle including determining internal audit scope and developing annual plans, risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations. Mr. AKM Reaz Haider is one of the top executives of Kohinoor Chemical Company (Bangladesh) Limited and is not holding the same Position in any other company at present.

#### **Major duties and responsibilities of the Company HIAC are as follows:**

- Responsible for evaluating the adequacy of the system of internal controls and recommending improvements in controls;
- Assesses compliance with policies and procedures and sound business practices;
- Assesses compliance with the laws, rules, regulations, guidelines etc;
- Reviews operations/programs to ascertain whether results are consistent with established objectives and whether the operations/programs are being carried out as planned;
- Reviews and appraises the soundness, effectiveness, and proper application of accounting process and assess the adequacy and extent of programs designed to safeguard organization assets; and
- Issues reports to the Audit Committee regarding planning of adequate internal control and financial reporting.

### **The Directors' Report to Shareholders**

The Directors' Report to Shareholders in compliance with the Corporate Governance Code imposed by Bangladesh Securities and Exchange Commission duly approved by the Board of Directors in its Board meeting held on 04.11.2023 is articulated on pages 61 to 68 of this Annual Report.



## **Meetings of the Board of Directors**

As per the provision mentioned under Section 96 of the Companies Act-1994, a meeting of the Board of Directors shall be held at least once in every three months and at least four such meetings shall be held in every year. The Board of Directors of Kohinoor Chemical Company (Bangladesh) Limited accordingly met 4 (four) times during the financial year ended June 30, 2023.

The Board met for both scheduled meetings and on other occasions to deal with urgent and important matters that require attention. The Company Secretary finalized the agenda for meetings in consultation with the Chairman and the same is circulated to the Board members well in advance to ensure meaningful participation in the meetings.

During the financial year under review both the Independent Directors were present in all the meetings. The Company Secretary (CS), Chief Financial Officer (CFO) and the Head of Internal Audit and Compliance (HIAC) also attended in all the meetings. A record of the Directors' attendance at Board meetings during the financial year ended June 30, 2023 is set out on page 65.

## **Board of Directors' Committee**

To assist the Board and for ensuring good governance in the company, the Board of Kohinoor Chemical Company (Bangladesh) Limited has established the following sub-committees:

- i) Audit Committee; and
- ii) Nomination and Remuneration Committee

The role of Board of Directors' committee is to review and appraise in the respective areas and then to advise and make recommendations to the Board.

### **Board's sub-committee: Audit Committee**

The Audit Committee assists the Board in discharging its supervisory responsibilities with respect to internal control, financial reporting, risk management, auditing matters and monitoring compliance with applicable legal & regulatory requirements.

The Audit Committee is constituted according to the conditions of the Corporate Governance Code imposed by BSEC. The Committee comprised of 2 (two) Non-Executive Directors Mrs. Arzuda Karim and Mr. Ebadul Karim with a minimum requirement of 1 (one) Non-Executive Independent Director Prof. Dr. Anwar Hossain. Prof. Dr. Anwar Hossain was duly appointed by the Board as the Chairman of the committee.

All members of the Audit Committee are 'financially literate' as per regulatory requirement and are able to analyze and interpret financial statements to effectively discharge their duties and responsibilities as members of the Committee.

### **Board's sub-committee: Nomination and Remuneration Committee**

As a sub-committee the Nomination and Remuneration Committee supports the Board in formulating the nomination criteria or policy for identifying and recommending the qualified candidates to become members of Board of Directors and key managerial personnel as well as sets policy for formal process of considering remuneration of the directors, key managerial personnel and other employees of the company.

The Nomination and Remuneration Committee consists of 2 (two) Non-Executive Directors Mrs. Arzuda Karim and Mr. Ebadul Karim and 1 (one) Non Independent Director Prof. Dr. Anwar Hossain. Prof. Dr. Anwar Hossain is the Chairman of the committee, duly appointed by the Board.

## **Management Committee**

To achieve the strategic goals & mission of the Company, Kohinoor Chemical Company (Bangladesh) Limited constituted a Management Committee and this committee comprises of 4 (four) following members:



**Mr. Abul Khair**  
(Director, Company Affairs)

**Mr. Abu Bakar Siddique**  
(Chief Financial Officer)

**Mr. Md. Ziaul Hafiz**  
(Head of Sales and Marketing)

**Mr. Shah Mohd. Abdul Wadood**  
(Head of Production)

The committee is in full control of the company's affairs and is also accountable to the Board of Directors. It builds the confidence of the Board by ensuring that all the activities carried out by them are consistent with high ethical standards.

### **Code of Conduct for the Chairperson, Other Board of Members & CEO:**

#### **Preamble**

This Code of Conduct for the Chairperson, other Board members and Chief Executive Officer (here in after referred to as "the Code") has been framed and adopted by Kohinoor Chemical Company (Bangladesh) Limited (hereinafter referred to as "the Company") in compliance with the requirements of the Condition 1(7) of Corporate Governance Code Notification BSEC/CMRRCD/2006-158/207/Admin/80, dated: 3 June 2018 of Bangladesh Securities and Exchange Commission.

This Code is intended to provide guidance to the Chairperson, other Board members and Chief Executive officer to manage the affairs of the Company in an ethical manner. The purpose of this code is to recognize and emphasize upon the ethical behavior and to develop a culture of honesty and accountability.

This Code of Conduct attempts to set forth the guiding principles on which the Chairperson, other Board members and Chief Executive Officer shall operate and conduct themselves with the stakeholders, shareholders, government and regulatory agencies, employees, customers and suppliers and anyone else with whom it is connected.

#### **Interpretation**

In this Code, unless repugnant to the meaning of context thereof, the following expressions, wherever used in this Code, shall have the meaning as defined below:

"Board of Directors" shall mean the Board of Directors of the Company.

"BSEC" shall mean the Bangladesh Securities and Exchange Commission.

"Chairman" shall mean the person holding the office who is typically elected or appointed by the members of the Board and presides over board and general meetings of the Company.

"Chief Executive Officer/ Managing Director" shall mean an officer who is in whole time employment of the Company and is member of its management team and is not on the Board of Directors.

"Company" shall mean Chartered Life Insurance Company Limited.

"Conflict of Interest" means where the interests or benefits of one person or entity conflicts with the interests or benefits of the Company.

"Incumbents" shall mean the Chairman of the Board, other Board members and Chief Executive Officer of the Company to whom this Code is applicable.

"Independent Directors" shall mean an Independent Director as per the provisions of the Corporate Governance Code 2018 of the BSEC.

#### **Prudent conduct and behavior**

- The Chairperson, other Board members and Chief Executive Officer shall act honestly, ethically, in good faith and in the best interest of the Company.
- Whilst carrying out the duties, the Chairperson, other Board members and Chief Executive Officer shall ensure that these are executed in terms of the authorizations granted and within the limits prescribed under the relevant policies, codes, guidelines and other directives issued by the Board of Directors of the Company from time to time.



- The Chairperson, other Board members and Chief Executive Officer shall refrain from indulging in any discriminatory practice or behavior based on race, color, sex, age, religion, ethnic or national origin, disability or any other unlawful basis. The ethical conduct, performance and skills shall be qualifying indicatives for the Board Members' performance.
- The Chairperson, other Board members and Chief Executive Officer shall conduct themselves in a professional, courteous and respectful manner and shall not take any improper advantage of their position.
- The Chairperson, other Board members and Chief Executive Officer shall use the Company's assets, property, proprietary information and intellectual rights for business purposes of the Company and not for any personal benefits or gains.

#### **Confidentiality**

Confidential information comprises any information that is not or not yet public information. Unless otherwise required by law or authorized by the Company, the incumbents shall maintain confidentiality of the information that is entrusted upon them for carrying on their respective responsibilities and duties and shall not use the same for personal benefits or gains or anyone's gains other than the Company.

#### **Conflict of interest**

- The Chairperson, other Board members and Chief Executive Officer shall not enter into any transaction which is or may likely to have a conflict with the interest of the Company. The
- Chairperson, other Board members and the Chief Executive Officer should disclose to the Board whether they directly, indirectly or on behalf of third parties have a material interest in any transaction or matter directly affecting the Company.
- All transactions having conflict of interest should be carried out in accordance with laws and be fully disclosed to the Board of Directors.

#### **Compliance with Laws, Rules and Regulations**

The Chairperson, other Board members and Chief Executive Officer shall ensure compliance with the various legal/regulatory requirements as applicable to the business of the Company and endeavor that before any directions are given or decisions taken, relevant legal/regulatory requirements are taken into account.

#### **Prohibition of Insider Trading**

The Incumbents shall comply with all laws, rules and regulations governing trading in the shares of the Company. As per the law of the Country for Prohibition of Insider Trading and dealing with the securities of the Company which, inter-alia, prohibits buying or selling of the Company's securities on the basis of any unpublished price sensitive information and prohibits disclosure of such information to any other person (including relatives) where such information may be used by such person for his or her personal benefit or gain.

#### **Environment Relations**

The Incumbents are expected to be aware of the Company's commitment to contribute to sustainable business development with respect for environmental issues and requirements and its environmental policy statements issued from time to time. The Incumbents are also expected to have knowledge of, monitor and adhere strictly with the country's all applicable laws, rules and regulations related to the environment that impact the Company operations and business including the requirements under environmental standards of the financial participants.

#### **Employee Relations**

The Incumbents should strive for causing the Company to maintain cordial employee relations and build competency, based on the human resource systems and maintain human resources policy that has been directed at managing the growth of the organization efficiently.

#### **Customer Relations**

It is an established policy of the Company to develop and foster fair, sustainable and mutually beneficial relationship with its customer's on an arm's length basis. The Incumbents are expected to respect its customers, their needs and contribute to satisfying these needs in efficient and effective manner such that the interest of the Company and shareholders are not compromised.

#### **Supplier Relations**

The Company's policy is to deal with its suppliers on an arm's length basis in a manner that creates and maintains long term trust based on objectivity, integrity, fairness and honesty. The Incumbents are expected to adhere to the above principles.



### **Independency**

The Incumbents shall be independent in regards to discharge their duties and responsibilities entrusted upon them, within the purview of the law and for the best interest of the Company. They shall also be independent to give any fair opinion to take a decision in the Board meeting for the purpose of the business of the Company, as they thin appropriate with their knowledge and experience and believe, in good faith.

### **Company Property**

It is the fiduciary responsibility of the Incumbents to safeguard and properly use the assets and resources of the Company, as well as assets of other organizations that have been entrusted to the Company. Except specifically authorized, the Company assets, including Company equipment, materials, resources and proprietary information, must be used for Company business purposes only.

### **Non Compliance of this Code**

It shall be the duty of the Incumbents to help the enforcement of this Code and any suspected violations of this Code must be reported to the Chairman of the Board. All reported violations shall be appropriately investigated. The Incumbent who violate this Code may be subject to sanctions, up to and including a request to resign from his position. The Incumbents charged with a violation of this Code shall not participate in a vote of the Committee or the Board concerning his/her alleged violation, but may be present at a meeting of the Board convened for that purpose. Any waiver of this Code must be approved by the Board.

### **Amendments to this Code**

The provisions of this Code can be amended or modified by the Board from time to time and all such amendments/modifications shall take effect from the date stated therein.

### **Independence of Board of Directors**

At Kohinoor Chemical Company (Bangladesh) Limited, the Board of Directors is independent of management and has no association that can interfere with their judgment or scope of work. The Nomination and Remuneration Committee (NRC) has been assigned to assist the Board to review the independence of the Directors as well as the sub-committee members. The Independent Director has submitted a signed and dated declaration to demonstrate his independence to the Board of Directors. The Board of Kohinoor Chemical Company (Bangladesh) Limited determines and declared at the end of the year that all of its members along with those of its sub-committees are independent.

### **Dealing of Securities**

The Board of Directors of Kohinoor Chemical Company (Bangladesh) Limited, in their declared code of conduct, has forbidden any kind of insider trading. All Directors and management personnel are prohibited from dealing with own securities during closed periods. The Board ensures that members of the Board of Directors, the Board's subcommittees or the management and their family members were not involved in any insider trading.

Details on share dealing is described in the Code of Conduct for the Directors and the Chief Executive Officer under section Insider Trading and please refer to the following URL for detailed Code of Conduct:

<https://drive.google.com/file/d/1wkxlwOyWCUP8cDwOaBoeTRXJAE3ukKV7/view>

### **Succession Planning**

Kohinoor Chemical Company (Bangladesh) Limited, the Board of Directors through its Nomination and Remuneration Committee is responsible for overseeing the succession planning. The management team is particularly assigned to assist the Board and the committee with senior leadership succession planning when necessary. The company always plans ahead the succession keeping factors such as skills and knowledge, diversity, professional background, expertise etc. into consideration.

### **External or Statutory Auditors**

Regarding the appointment and reappointment of external or statutory auditors, Kohinoor Chemical Company (Bangladesh) Limited follows the Companies Act 1994, Securities and Exchange Rules 1987 and the notifications of BSEC. Complying with the rules, the audit committee recommended to the Board to appointment or reappointment the statutory auditors and the board recommends the same for the approval of shareholders at the next annual general meeting. Also the remuneration of the external auditors is fixed by the shareholders in the Annual General Meeting.



### Company Website

To keep all the stakeholders informed about the company's key performance indicators as well as other relevant financial and non-financial data, Kohinoor Chemical Company(Bangladesh) Limited maintains an official website and the website address is **www.kohinoor-bd.com**. All shareholders have access to the annual report, share related information, PSI, Quarterly, Half-yearly and the annual financial statements of the company through the company's website.

### Reporting and Compliance of Corporate Governance

In compliance with the notification no: SEC/CMRRD/2006-158/207/Admin/80 dated June 03, 2018 imposed by BSEC, a listed company requires to obtain a certificate from a practicing Professional Accountant or Secretary (Chartered Accountant or Cost and Management Accountant or Chartered Secretary), who shall be appointed by the shareholders of the company in the AGM. However, **Poddar & Associates**, Cost and Management Accountants has been appointed by the shareholders in the last AGM as the Compliance Auditors and their report regarding compliance of conditions of Corporate Governance Code of the BSEC has been published in "Annexure to the Directors' Report" in details. The Board has recommended to appoint **Poddar & Associates**, Cost and Management Accountants as the Corporate Governance Compliance Auditors for the financial year to be ended on June 30, 2024 subject to the approval of shareholders at the ensuing AGM.

### Investor Relation

Kohinoor Chemical Company (Bangladesh) Limited always pays great importance to its investors community. The company always tries to keep informed the investors about the company's financial results, regulatory landscape, growth opportunities and strategic ambitions while objectively sharing the associated risk to bridge the gap between the company and investors.

### Unclaimed/Unsettled Dividend 2018 to 2022

Summary of unclaimed/unsettled cash dividend year wise:

Dividend have returned:	
2018-2019	1,842,381
2019-2020	5,387,951
2020-2021	4,504,080
2021-2022	2,761,363
Unclaimed dividend	14,495,775



## Communication with Shareholders and Stakeholders

To ensure good corporate governance and build trustworthy relationship with all stakeholders including the owners of the company—the shareholders, Kohinoor Chemical Company (Bangladesh) Limited always keep informed the shareholders of all major developments that impact the business of the company. The company believes in promoting effective and transparent communication with all stakeholders, ensuring consistency and clarity of disclosure at all times.

Moreover, all information provided to BSEC and stock exchanges are also immediately made available to the shareholders and the market through newspapers and the website of the company.

## Shareholders' Queries

Shareholders of Kohinoor Chemical Company (Bangladesh) Limited can communicate with the share department of the company directly or address their queries/complaint through phone, fax or email.

## Share Department

Kohinoor Chemical Company (Bangladesh) Limited  
153-154, Tejgaon Industrial Area  
Dhaka – 1208  
Phone: +88-02-8870146, +88-02-8870123 (Ex.-160)  
Fax: +88-02-8870147  
email: [info@kccl-bd.com](mailto:info@kccl-bd.com)

## Annual General Meeting

To report on the activities of the company to the shareholders, Kohinoor Chemical Company (Bangladesh) Limited holds Annual General Meeting at the end of every financial year as per law with adequate notice. Shareholders are welcome to attend the company's interactive and informative Annual General Meetings at which they have the opportunity to ask questions. The Chairman and other members of the Board answer the questions of the shareholders and note the views and suggestions of them offered at the AGM with utmost seriousness. Kohinoor Chemical Company (Bangladesh) Limited gives a lot of importance to the participation of shareholders in the AGM and also try to ensure their presence in these meetings to notify them about how their company is performing.

The company aims to earn the trust of the shareholders by regularly engaging with them and facilitating a mutual understanding of respective objectives, by ensuring effective communication not only prior to the Annual General Meeting (AGM) but throughout the course of the year.

