DIVIDEND DISTRIBUTION POLICY

1. **Introduction:** In compliance with the Directives No. BSEC/CMRRCD/2021-386/03 of Bangladesh Securities and Exchange Commission (BSEC) dated January 14, 2021; Global Insurance PLC formulated a policy known as "Dividend Distribution Policy". The highlights of the said policy are given below:
2. **Purpose:** The purpose of the policy is to comply with the directives of Bangladesh Securities and Exchange Commission (BSEC). The parameters set out in the policy are applicable for distribution of dividend.
3. **Dividend Recommendation and Approval process:** Dividend to be recommended and approved as per applicable Acts and Regulatory directives issued from time to time.
4. **Entitlement of Dividend:** Shareholders whose names shall appear in the Members Register of the Company or in the Depository Register of CDBL on the 'Record Date' of the respective year's AGM will receive entitled dividend.

   The company will pay the annual cash or stock dividend to the entitled shareholders, within 30 (thirty) days from the date of Annual General Meeting.
5. **Process of Distribution of Cash Dividend:** Cash dividend will be distributed in the following manner and procedures, namely:

i. The company will pay cash dividend directly to the Bank accounts of the entitled shareholders, as available in the BO (Beneficiary Owner) account maintained with the Depository participant (DP), or the Bank account as provided by the shareholder in paper form, through Bangladesh Electronic Funds Transfer Network (BEFTN), provided that the company may pay off such cash dividend through Bank transfer or any electronic payment system as recognized by the Bangladesh Bank, if not possible to pay off through BEFTN;

ii. The company, upon receiving the claim on cash dividend from a Stock Broker or a Merchant Banker or a Portfolio manager for the margin client or customer who has debit balance or margin loan, or as per intention of the client of Stock Broker or Merchant Banker or Portfolio manager, pay off such cash dividend to the Consolidated Customers' Bank Account (CCBA) of the Stock Broker or to the separate bank account of the Merchant Banker or Portfolio manager through BEFTN;

iii. The company, in case of non-availability of Bank account information or not possible to distribute cash dividend through BEFTN or any electronic payment system, issue cash dividend warrant and send it by post to the shareholder.

iv. The company will pay cash dividend to sponsor, director, shareholder, or foreign portfolio investor (FPI) through the security custodian in compliance with the rules or regulations in this regard.

v. The company, immediately after disbursement of cash dividend and issuance of a certificate of tax deducted at source, if applicable, intimate to the shareholder through a short message service (SMS) to the mobile number or email address as provided in the BO account or as provided by the shareholder.

vi. The company shall maintain detailed information of unpaid or unclaimed dividend and rationale thereof, as per BO account number wise or name-wise or folio number wise of the shareholder.

   Provided that the company shall publish the year-wise summary of its unpaid or unclaimed dividend in the website:

   Provided further that any unpaid or unclaimed cash dividend including accrued interest (after adjustment of bank charge, if any) thereon, if remains, shall be transferred to a separate Bank account of the company as maintained for this purpose, within 1 (one) year from the date of approval or record date, as the case may be.

6. **Procedure of stock dividend distribution:**

   Stock dividend will be distributed in the following manner and procedures, namely:

i. The company shall credit stock dividend directly to the BO account or issue the bonus share certificate of the entitled shareholder, as applicable, within 30 (thirty) days of declaration or approval or record date, as the case may be, subject to clearance of the exchange(s) and the Central Depository Bangladesh Limited (CDBL);

7. **Procedure of Fractional bonus dividend distribution:**

   The sale proceeds of fractional bonus dividends shall be paid off as per circular of BSEC or Bangladesh Bank or other regulatory authority from time to time.
8. **Unpaid or unclaimed of unsettled cash dividend:** Unpaid or unclaimed or unsettled cash dividends shall be settled as per instructions of BSEC or Bangladesh Bank or other regulatory authority from time to time.
9. **Unpaid or unclaimed of unsettled stock dividend:** Unpaid or unclaimed of unsettled stock dividends shall be settled as per instructions of BSEC or Bangladesh Bank or other regulatory authority from time to time.
10. **Tax matters:** Tax will be deducted at source as per applicable tax laws.
11. **Submission of Dividend Distribution Compliance Report:** The company shall submit a compliance report to the Bangladesh Securities and Exchange Commission (BSEC), Dhaka Stock Exchange (Listing) Regulation-2015 and Chittagong Stock Exchange (Listing) Regulation-2015 in a specific format, within 7 (seven) working days of completion of dividend distribution: Provided that the company will also publish the compliance report in its website.

    The company shall not forfeit any unclaimed cash dividend or stock dividend till the claim becomes barred by the law of land in force.
12. **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 of the land. Such amended policy shall be placed before the Board for approval.