



RING SHINE TEXTILES LTD.DIVIDEND DISTRIBUTION POLICY

Ring Shine Textiles Ltd. (the 'Company') has formulated a dividend distribution policy in line with Directive No. BSEC/CMRRCD/2021-386/03 dated January 14, 2021, of the Bangladesh Securities and Exchange Commission (BSEC).

DISTRIBUTION TIME:

The Company shall pay off the annual or final dividend to the entitled shareholder within 30 (thirty) days of approval. Provided that the interim dividend shall be paid off to the entitled shareholder within 30 (thirty) days of the record date.

CASH DIVIDEND

Cash dividends shall be distributed in the following manner and procedures, namely:

- i) Within 10 (Ten) days of the declaration of a cash dividend by the board of directors, an amount equivalent to the declared cash dividend payable for the concerned year shall be kept in a separate bank account of the company dedicatedly for this purpose;
- ii) The company shall pay off cash dividend directly to the bank account of the entitled shareholder as available in the Beneficiary Owner (BO) 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;

- iii) 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, shall pay off such cash dividend to the Consolidated Customers' Bank Account (CCBA) of the stock broker or the separate bank account of the merchant banker or portfolio manager through BEFTN:

Provided that upon receiving the cash dividend, the stockbroker merchant banker, or portfolio manager shall immediately account for such dividend in the individual client's portfolio account:

Provided further that the stock broker or merchant banker or portfolio manager shall provide detailed information (e.g., BO account number, code number, bank account number, intention, etc. of the client or customer including CCBA of a stock broker or separate bank account of merchant banker or portfolio manager) to the company for such claim;

- iv) The Company, in case of non-availability of bank account information or inability to distribute cash dividends through BEFTN or any electronic payment system, shall issue a cash dividend warrant and shall send it by post to the shareholder;
- v) The company shall pay off cash dividends to non-resident sponsors, directors, shareholders, or foreign portfolio investors (FPI) through the security custodian in compliance with the rules or regulations in this regard;
- vi) Company, immediately after disbursement of cash dividend and issuance of a certificate of tax deducted at source, if applicable, shall 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;

- vii) The Company shall maintain detailed information of unpaid or unclaimed dividends and rationale thereof, as per BO account number-wise or name-wise or folio number-wise of the shareholder; and shall also disclose the summary of aforesaid information in the annual report and shall also report in the statements of financial position (quarterly/annually) as a separate line item '**Unclaimed Dividend Account**': Provided that the Company shall publish the year-wise summary of its unpaid or unclaimed dividend in the website: www.ringshine.com
- viii) 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 declaration or approval or record date, as the case may be.

STOCK DIVIDEND

Ring Shine shall credit stock dividends 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); The company, the CDBL, and the exchange(s) shall follow the provisions of Depository Providanmala,2003 for the issuance of bonus shares;

Provided that the Company shall maintain a Suspense BO Account for undistributed or unclaimed stock dividend or bonus shares and shall also follow the under-mentioned procedures for ensuring the rightful ownership;

- Ring Shine shall send at least 3 (three) reminders to the entitled shareholder;
- The Suspense BO Account shall be held under the Block Module and such undistributed or unclaimed stock dividend or bonus shares shall not be transferred in any manner except to allot the bonus shares as and when the allottee approaches the Ring Shine
Provided that any corporate benefit in terms of shares accrued on such undistributed or unclaimed stock dividend or bonus shares shall be credited to the Suspense BO Account.
- The Company shall, upon receiving the application from the allottee and after proper verification of identity and his entitlement, credit the bonus shares lying with the Suspense BO Account to the BO account of the allottee, or issue bonus shares to the allottee, as applicable, within 15 (fifteen) days of receiving application with an intimation to the BSEC and the exchange(s);
- Any voting rights on such undistributed or unclaimed stock dividend or bonus shares shall remain suspended till the rightful ownership claim of the shareholder is established

COMPLIANCE REPORT REGARDING DIVIDEND DISTRIBUTION

Ring Shine Textiles Ltd shall submit a compliance report to the BSEC and the exchange(s) in a specified format at Annexure-A within 7 (seven) working days of completion of dividend distribution:

Provided that **Ring Shine** shall publish the compliance report on its website; www.ringshine.com

FORFEITURE OF UNCLAIMED CASH OR STOCK DIVIDEND

Ring Shine Textiles Ltd shall not forfeit any unclaimed cash dividend or stock dividend till the claim becomes barred by the law of land in force.

TRANSFER TO THE FUND FOR UNPAID OR UNCLAIMED OR UNSETTLED CASH DIVIDEND:

If any cash dividend remains unpaid or unclaimed or unsettled including accrued interest (after adjustment of bank charge, if any) thereon for a period of 3 (three) years from the date of declaration or approval or

record date, as the case may be, shall be transferred by Ring Shine Textiles Ltd. to the Fund as directed or prescribed by the BSEC:

Provided that the Company shall provide detailed information to the manager of the Fund during the transfer of cash dividend as directed or prescribed by the BSEC:

Provided further that if any shareholder claims his cash dividend after transfer of such dividend to the Fund, within 15 (fifteen) days of receiving such claim, the Company shall, after proper verification of the claim, recommend to the manager of the Fund to pay off such dividend from the Fund and the manager of the Fund shall pay off such cash dividend to the claimant following the provisions and procedures as directed or prescribed by the BSEC.

TRANSFER TO THE FUND FOR UNPAID OR UNCLAIMED OR UNSETTLED STOCK DIVIDEND:

If any stock dividend or bonus shares remain unclaimed or unsettled including corporate benefit in terms of bonus shares thereon for a period of 3 (three) years from the date of declaration or approval or record date, as the case may be, shall be transferred in dematerialized form to the BO Account of the Fund as mentioned above:

Provided that **Ring Shine Textiles Ltd.** shall provide detailed information to the manager of the Fund during transfer of stock dividend or bonus shares as directed or prescribed by the BSEC:

Provided further that if any shareholder claims his stock dividend or bonus shares after transfer of such dividend or bonus shares to the BO Account of the Fund, within 15 (fifteen) days of receiving such claim, **Ring Shine Textiles Ltd.** shall, after proper verification of the claim, recommend to the manager of the Fund to pay off or transfer such stock dividend or bonus shares from the BO Account of the Fund and the manager of the Fund shall pay off or transfer such stock dividend or bonus shares to the claimant's BO Account following the provisions and procedures as directed or prescribed by the BSEC.

MAINTAINING DETAILED INFORMATION OF THE SHAREHOLDER FOR THE PURPOSE OF PROPER DISTRIBUTION OF CASH DIVIDENDS OR STOCK DIVIDENDS:

Ring Shine Textiles Ltd. by itself or by appointing an agent, shall maintain detailed information on the BO account, bank account, mobile phone number, email, and address of the shareholder for proper distribution of cash dividend or stock dividend:

Provided that **Ring Shine Textiles Ltd.** or its agent the CDBL or its DP shall keep the confidentiality of information;

Provided further that the Company shall collect detailed updated information on BO account, bank account, mobile number, email address, and contact address of shareholder from the CDBL from time to time when needed for proper distribution cash dividend or stock dividend and other compliances:

In case of holding paper shares, **Ring Shine Textiles Ltd.** shall update the information at least once a year.

DISCLOSURE OF THE POLICY

This Policy shall be disclosed in the annual report and official website.

Annexure-A

Dividend Distribution Compliance Report

Under Clause (6) of the Directive No. BSEC/CMRRCD/2021-386/03, dated: 14/01/2021

| | | |
|----|---|---|
| 1 | Name of the Issuer/Securities/Mutual Fund | |
| 2 | Particulars of Issuer DP | |
| 3 | Type of Dividend (Annual /Interim) (Put tick mark (a) on the recommended option) | a) Annual <input type="checkbox"/> b) Interim <input type="checkbox"/> |
| 4 | Whether audited or not for Interim Dividend (Put tick mark (a) on the recommended option) | a) Audited <input type="checkbox"/> b) Unaudited <input type="checkbox"/> |
| 5 | Date of recommendation of Dividend by the Board of Directors/Trustee: (Enclose copy of PSI) | |
| 6 | Whether Dividend recommended other than directors or sponsors or any other classes (Put tick mark (a) on the recommended option) | a) Yes <input type="checkbox"/> b) No <input type="checkbox"/> |
| 7 | The record date for entitlement | |
| 8 | Rate of Dividend recommended by the Board of Directors/Trustee | |
| 9 | Dividend recommended-Type (Put tick mark (a) on the recommended option) | a) Cash <input type="checkbox"/> b) Stock <input type="checkbox"/> |
| 10 | Securities/mutual fund traded under which categories (Put tick mark (a) on the recommended option) | a) A <input type="checkbox"/> b) B <input type="checkbox"/> c) G <input type="checkbox"/> d) N <input type="checkbox"/> e) Z <input type="checkbox"/> |
| 11 | Date of transfer to a separate bank account (Pls. mention bank details) or provisional credit of shares/units by CDBL | |
| 12 | Date of approval of Dividend at AGM | |
| 13 | Rate of Dividend approved at AGM- details at Annexure, (if any change) | |
| 14 | Date of commencement of disbursement of Cash and Stock Dividend | |
| | | a) Bank Transfer <input type="checkbox"/> b) BEFTN <input type="checkbox"/> c) MFS <input type="checkbox"/> |

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|----|---|---|--|--|
| 15 | Mode of disbursement of Cash Dividend | c) Dividend Warrant d) Any other mode <input type="checkbox"/> <input type="checkbox"/> | | |
| | (Put tick mark (a) on the recommended option) | | | |
| 16 | Date of completion of disbursement of Cash Dividend and Stock Dividend [Enclose Bank statements and Corporate Action Processing Report (DP 70)] | | | |
| 17 | Paid-up-capital of the issuer before corporate action/entitlement | Taka | | |
| 18 | Numbers of securities/shares outstanding before corporate action/entitlement: | | | |
| 19 | Total cash in taka or stock (nos. shares) dividend as per corporate declaration | | | |
| 20 | Distribution/Disbursement details of Cash & Stock Dividend: | Cash(Tk) Stock (nos.) Annexure | | |
| 21 | A) Mode of Dividend payment/credit for the concerned year: | | | |
| | a) through BEFTN or directly credited to the respective BO | | | |
| | b) through Bank Transfer other than entitled BO-Margin loan | | | |
| | c) through Bank Transfer | | | |
| | d) through Mobile Financial Service (MFS) | | | |
| | e) through any other mode as approved by the Bangladesh Bank | | | |
| | f) through transfer to Suspense Account for dematerialized Shares (BO-wise detailed with reason should be maintained and submitted) | | | |
| | g) through issuance of a Dividend Warrant or issue of shares to Suspense Account for non-dematerialized securities | | | |
| | Total Dividend paid/credited for the concerned year | | | |
| 22 | Total unpaid/undistributed Dividend/accrued during the period (20-21) | | | |
| 23 | Total unpaid/undistributed Dividend/accrued as on 1st day of the Accounting year (as per Audited Accounts) | | | |
| 24 | Transfer to Suspense Account for Demate Shares or any other reasons during the concerned year | | | |
| 25 | A) Mode of Dividend Receipts/payment/credit for the previous years: | | | |
| | a) through BEFTN or directly credited to the respective BO | | | |
| | b) through Bank Transfer | | | |
| | c) through Mobile Financial Service (MFS) | | | |

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|----|--|--|--|--|
| | d) through any other mode as approved by the Bangladesh Bank | | | |
| | e) through transfer to/from Suspense Account for Demate Shares or any other reasons | | | |
| | 1. through the issuance of a Dividend Warrant or issue of shares to Suspense Account for non-dematerialized securities/shares/units | | | |
| 26 | transfer of cash or stocks to the Fund as prescribed or directed by the Commission after 3 years or forfeit of share to Suspense Account for non-dematerialized securities | | | |
| 27 | Total Dividend paid/credited for previous years: | | | |
| 28 | Total unpaid/undistributed Dividend for previous years (23+24-25) Taka/Nos | | | |
| 29 | Total unpaid/undistributed Dividend for previous years (23+24-25) Taka/Nos | | | |
| 30 | Grand Total of unpaid/undistributed Dividend (22+26) | | | |
| 31 | Aging of Total of unpaid/undistributed Dividend for previous years: | | | |
| 32 | Aging of Total of unpaid/undistributed Dividend for previous years | | | |
| 33 | Aging of Total of unpaid/undistributed Dividend for previous years | | | |
| 34 | More than 3 years; balance More than 4 years; balance More than 5 years & above; balance Total of unpaid/undistributed Dividend for previous year years | | | |
| 35 | Note: Issuer shall maintain BO-wise detailed information for all transfers/credit to suspended Accounts | | | |
| 36 | with reasons and submit it along with bank statements and other supporting documents. The issuer shall fill up all the applicable fields. | | | |