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## KAY & QUE (BANGLADESH) LTD.

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### NOTICE OF THE 38<sup>th</sup> ANNUAL GENERAL MEETING

The Notice is hereby given to the Shareholders of Kay & Que (Bangladesh) Limited that the **38<sup>th</sup> Annual General Meeting (AGM)** of the Company will be held on Monday, 19<sup>th</sup> December, 2022 at 11.00 a.m. virtually by using digital platform- <http://kq.agm.watch> (in pursuance with Order No. SEC/SRMIC/ 04-231/25 dated 08<sup>th</sup> July, 2020 of Bangladesh Securities and Exchange Commission) to transact the following businesses and to adopt necessary resolutions:

#### AGENDA:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended June 30, 2022 along with the Reports of the Directors and the Auditors thereon.
2. To elect/re-elect of Directors under Rotation.
3. To appoint Statutory Auditors of the Company for the term until the conclusion of the next Annual General Meeting and to fix their remuneration.
4. To appoint Compliance Auditor of the Company as per Corporate Governance Code-2018 for the year 2022-2023 and to fix their remuneration.
5. To approve Dividend for the year ended June 30, 2022 as recommended by the Board of Directors.

Dhaka  
30<sup>th</sup> November, 2022



By Order of the Board  
Sd/-  
**Sayed Ahmad**  
Company Secretary

#### Notes:

- (1) Shareholders whose names appear in the Register of members as at the close of business on the "Record Date" i.e. 20<sup>th</sup> November, 2022 will be eligible to join the Annual General Meeting (AGM).
- (2) A member eligible to join and vote at this virtual AGM may appoint a proxy to attend and vote on his/her behalf. Proxy Form duly stamped must be submitted at the Registered Office of the Company not later than 72 hours before the time of holding the meeting.
- (3) Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification No. BSEC/ CMRRCD/2006-158/208/Admin/81 dated 20 June 2018 link of the downloadable PDF copy of the Annual Report 2021-2022 along with Notice, Proxy Form and Attendance will also be available in the company's web-site ([www.kayandque.com](http://www.kayandque.com)) and the same shall be sent to respective Member's email address available in beneficiary owner (BO) account with the Depository participant (DP).
- (4) The shareholders are requested to send their comments/queries /questions at [info@kayandque.com](mailto:info@kayandque.com) before 24 (Twenty four) hours of commencement of the AGM.
- (5) Access to the AGM link shall be facilitated upon production of the Folio/BO ID and No. of shares held as on Record Date/Book Closer.
- (6) Shareholders are requested to cast their votes 48 hours before starting of the meeting by using the link or scanning **QR Code**. For any IT related guidance and help with the login process the respected members may contact at +88-02-586100125-8, (Ext-135, 108) and visit [www.kayandque.com](http://www.kayandque.com)
- (7) **The shareholders who want to participate during the AGM for placing their comments and questions are requested to send their BO/Folio ID, No. of shares and contact info at [info@kayandque.com](mailto:info@kayandque.com) not later than 72 hours before the time of holding the meeting.**
- (8) No gift or benefit in cash or kind shall be paid/ offered to the Shareholders in the 38<sup>th</sup> AGM as per BSEC Circular No. SEC/CMRR CD/2006-193/154 dated 24.10.2013