



KAY AND QUE (BANGLADESH) LIMITED

Anchor Tower, 108 Bir Uttam C.R. Dutta Road, Dhaka-1205.

Phone: 58610012-8, Fax: 02-9662734

AGM NOTICE

The notice is hereby given to all the valued shareholders of Kay & Que (Bangladesh) Limited that, the **32nd Annual General Meeting** of the company will be held at 10:30 AM on Wednesday, the 28th December, 2016 at Hotel Sundarban, 112, Bir Uttam C.R. Dutta Road, Dhaka-1205. The following business will be transacted in the meeting:

Ordinary Business:

1. Approval of the Annual Audited Financial Account and the statement of Profit and Loss and other comprehensive income for the period from 01.01.2015 to 30.06.2016.
2. Re-appointment and rotation of Directors.
3. Appointment of the Auditors and fixation of their remuneration.
4. Declaration of the Dividend for the period ended on 30.06.2016.

By the order of the Board.

Sd/-

Md. Abdus Salam

Company Secretary

Notes:

1. The record date was on Tuesday, the **29th November 2016**, the shareholders whose name appeared on the members register, will eligible to attend the meeting.
2. A member eligible to attend and vote at the General meeting may appoint a proxy to attend and vote on his/her behalf. Proxy form must be affixed by requisites revenue stamp and must be submitted to the registered office of the company not less than 72 hours before the time forced for the Annual General Meeting.
3. Attendance to the AGM Venue will be upon production of the attendance card attached with the Annual Report.
4. The Annual Report from 01.01.2015 to 30.06.2016 and the attendance card will be available on the website of the company www.kayandque.com
5. As per the notification of Bangladesh Securities and Exchange Commission there will be no arrangement of gift or entertainment in the Annual General Meeting.

5X3

AGM-12-12-2016

NN-2