Size: 2 Col X 7″

KAY & QUE (BANGLADESH) LTD.

Anchor Tower, 108, Bir Uttam C.R. Dutta Road, Dhaka-1205
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NOTICE OF THE 35th ANNUAL GENERAL MEETING

The notice is hereby given to all the valued shareholders of Kay & Que (Bangladesh) Limited that, the **35th Annual General Meeting (AGM)** of the company will be held on Wednesday, 18th December, 2019 at Hotel Sundarban, 112, Bir Uttam C.R. Dutta Road, Dhaka-1205 at 10:30 am. The following businesses will be transacted in the meeting:

Ordinary Businesses:

1. Approval of the Annual Audited Statement of Financial Position, Statement of Profit or Loss and Other Comprehensive Income, Statement of Cash Flows and Statement of Changes in Equity together with the notes for the year ended 30th June, 2019.
2. Appointment, Rotation and Re-appointment of Directors of the company.
3. Appointment of the Statutory Auditor & the Compliance Auditor for the year 2019-2020 and fixation of their remunerations.
4. To Approve the Dividend recommended by the Board.

By Order of the Board,

Sd/-

Sweety Akhter ACS, LL.B
Company Secretary

December 02, 2019

Notes:

1. The Record Date was on **Tuesday, 19th November, 2019** The shareholders, whose names appeared on the members register, will be eligible to attend the meeting and entitled for Dividend.

2. A member eligible to attend and vote at the AGM 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 downloadable version of the Annual Report for the year ended on 30.06.2019 and the attendance card will be available on the website of the company **www.kayandque.com.** The printed copy of the Annual Report will be available at the Head Office and at AGM venue for distribution to the Shareholders.

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.