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## KAY & QUE (BANGLADESH) LTD.

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### NOTICE OF THE 36<sup>th</sup> ANNUAL GENERAL MEETING

The Notice is hereby given to the Shareholders of Kay & Que (Bangladesh) Limited that the **36<sup>th</sup> Annual General Meeting (AGM)** of the Company will be held on Thursday, 17<sup>th</sup> December, 2020 at 11.00 a.m. virtually by using digital platform- <http://kandq.janos.com.bd> (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, 2020 along with the Reports of the Directors and the Auditors thereon.
2. To elect/re-elect of Directors under Rotation.
3. To approve the re-appointment of Managing Director.
4. To confirm the appointment of Independent Director.
5. To appoint Statutory Auditors of the Company for the term until the conclusion of the next Annual General Meeting and to fix their remuneration.
6. To appoint Compliance Auditor of the Company as per Corporate Governance Code-2018 for the year 2020-2021 and to fix their remuneration.
7. To approve Dividend for the year ended June 30, 2020 as recommended by the Board of Directors

Dhaka  
30<sup>th</sup> November, 2020



By Order of the Board,  
Sd/-  
**Mehedi Hasan**  
Company Secretary (Acting)

#### Notes:

1. Shareholders whose names appear in the Register of members as at the close of business on the "Record Date" i.e. 17<sup>th</sup> November, 2020 will be eligible to join the Annual General Meeting (AGM) and entitled to the dividend, as approved.
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<sup>th</sup> June 2018, link of the downloadable PDF copy of the Annual Report 2019-2020 along with Notice, Proxy Form and Attendance will 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 login to the system 01 hour before starting of the meeting by using the link or scanning the given **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 36<sup>th</sup> AGM as per BSEC Circular No. SEC/CMRRCD/2006-193/154 dated 24.10.2013