



Bay Leasing & Investment Limited

SECURE YOUR FUTURE®

Eunoos Trade Centre Level 18 52-53 Dilkusha C/A Dhaka
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www.bilbd.com

NOTICE OF THE 27th ANNUAL GENERAL MEETING

Notice is hereby given that the 27th Annual General Meeting (AGM) of Bay Leasing & Investment Limited will be held on **November 30, 2023 (Thursday)** at **11.00 a.m** through Digital Platform Link: <https://bayleasing.bdvirtualagm.com> to transact the following business:

AGENDA

01. To receive, consider and adopt the Audited Financial Statements of the company for the year ended on 31st December 2022 together with the Reports of the Directors' and Auditors' thereon.
02. To declare Dividend for the year ended 31st December 2022 as recommended by the Directors.
03. To elect or re-elect Directors.
04. To appoint of Statutory Auditor(s) for the year 2023 and fix their remuneration.
05. To appoint Independent Directors.
06. To appoint Corporate Governance Auditors(s) and fix their remuneration for the year 2023.
07. To transact any other business with the permission of the chair.

Dated, Dhaka
October 30, 2023

By order of the Board

Sharmin Akhter
Company Secretary

Notes:

01. The Shareholders whose names would appear in the Depository (CDBL) Register on Record Date i.e. October 18, 2023 will be eligible to attend /participate and vote in the Annual General Meeting through Digital Platform.
02. A shareholder of the company is entitled to participate and vote at this virtual AGM or may appoint a Proxy to participate and vote. The Proxy Form duly filled, signed and stamped with TK.20.00 (Revenue Stamp) must be sent through email to **share@bilbd.com** not later than 48 hours before commencement of the AGM.
03. Annual report-2022 along with attendance Slip, Proxy Form and Notice of the AGM are being sent to all the members by courier service/post/email address available as per CDBL record. Members may also collect the Annual Report & Proxy Form from the Share Department of the company situated at Eunoos Trade Centre (Level-18), 52-53 Dilkusha C/A Dhaka-1000 or from the website of the company. **i.e www.bilbd.com**
04. The shareholders will join the virtual AGM through the link <https://bayleasing.bdvirtualagm.com>. The shareholders will be able to submit their question/comments electronically before 48 (forty eight) hours of commencement of the AGM through this link and also during the Annual General Meeting in order to login for the virtual AGM. The shareholders need to click on the link and provide their 16 digit Beneficiary Owners (BO) Account Number.
05. Shareholders are requested to login to the system well ahead of the meeting at appointed time for the AGM on Thursday, November 30, 2023 For any IT related guidance and help with the login process the respected members may contact at 01727159185 and 01847143505

No benefit or gift in cash or kind shall be given to the shareholders for attending the 27th Annual General Meeting as per Bangladesh Securities and Exchange Commission's Circular No. SEC/CMRRCD/2009-193/154 dated October 24, 2013.