



Bay Leasing & Investment Limited

SECURE YOUR FUTURE®

Corporate Office: Eunoos Trade Centre (Level 18), 52-53 Dilkusha C/A, Dhaka-1000.
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Notice of the 23rd Annual General Meeting

Notice is hereby given to all the Members of Bay Leasing & Investment Limited that the **23rd Annual General Meeting (AGM)** of the Company will be held on **June 30, 2019 (Sunday) at 11.00 a.m** at the Institution of Diploma Engineers, Bangladesh, IDEB Bhaban, 160/A Kakrail Dhaka-1000 to transact the following business:

AGENDA

01. Adoption of Director's Report, Auditor's Report and Audited Financial Statements for the year ended 31st December 2018.
02. Declaration of Dividend for the year ended 31st December 2018 as recommended by the Board of Directors.
03. Election/re-election of Directors and confirmation of appointment of one new Director of the Company.
04. Re-appointment of External Auditor(s) of the Company for the year 2019 and to fix-up their remuneration.
05. To appoint Compliance Auditor(s) for Corporate Governance Code(CGC) for 2019 issued by Bangladesh Securities and Exchange Commission (BSEC).
06. To transact any other business with the permission of the chair.

Dated, Dhaka
June 09, 2019

By order of the Board

M. Maniruz Zaman Khan
EVP & Company Secretary

Notes:

01. June 13, 2019 is the "Record Date" for entitlement of Dividend.
02. The Board of Directors have recommended 10% cash dividend for the year ended 31st December 2018.
03. The Shareholders whose names would appear in the Depository (CDBL) on the Record Date (Thursday, June 13, 2019) shall be entitled to the dividend and attend the AGM.
04. A shareholder of the company is entitled to attend and vote in the AGM or may appoint a Proxy to attend the meeting and vote in his/her/their behalf. The Proxy Form duly completed and stamped with TK.20.00 (Revenue Stamp) must be submitted at the registered office of the company at least 48 hours before the time fixed for the meeting.
05. Honorable Shareholders are requested to update mailing Address, E mail, Bank Account no, Branch routing no, 12 Digits Tax Payers identification Number (e-Tin), Signature and other related information of their BO Account before the record date.
06. Merchant Banks and Depository Participants (DPs) are requested to provide the list of their margin clients who hold the shares of the Company as on "Record Date" to the Share Division of the Company Situated at Eunoos Trade Centre (Level-18), 52-53 Dilkusha C/A, Dhaka-1000
07. For convenience, the shareholders and proxies are requested to record their entry at the entrance of the AGM venue on 30th June, 2019 between 10.30 a.m and 11.00 a.m.

No benefit or gift in cash or kind shall be given to the shareholders for attending the 23rd Annual General Meeting as per Bangladesh Securities and Exchange Commission's Circular No. SEC/CMRRCD/2009-193/154 dated October 24, 2013.