



Bay Leasing & Investment Limited

SECURE YOUR FUTURE®

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Notice of the 22nd Annual General Meeting

Notice is hereby given to all the Members of Bay Leasing & Investment Limited that the 22nd Annual General Meeting (AGM) of the Company will be held on May 19, 2018 (Saturday) 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 2017.
02. Declaration of dividend for the Shareholders for the year ended 31st December 2017 as recommended by the Board of Directors.
03. Election/re-election of Directors and confirmation of appointment of one more Director of the Company.
04. Re-appointment of Auditors of the Company for the year 2018 and to fix-up their remuneration.
05. Miscellaneous, if any, with the permission of the chair.

Dated, Dhaka
April 30, 2018

By order of the Board

M. Maniruz Zaman Khan
EVP & Company Secretary

Notes:

01. April 30, 2018 was the "Record Date" for entitlement of Dividend.
02. The Board of Directors have recommended 10% cash dividend and 5% stock dividend for the year ended 31st December 2017.
03. The Shareholders whose names appeared in the Depository (CDBL) on the Record Date (Monday, April 30, 2018) 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. Shareholders (other than a company) who fails to update E-Tin in his/her BO Account before the record date, disbursement of dividend will be subject to deduction of Advance Income Tax (AIT) @ 15% instead of 10% as per amended Section 54 of the Income Tax Ordinance, 1984.
06. For convenience, the shareholders and proxies are requested to record their entry at the entrance of the AGM venue on 19th May, 2018 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 22nd Annual General Meeting as per Bangladesh Securities and Exchange Commission's Circular No. SEC/CMRRCD/2009-193/154 dated October 24, 2013.