



Bay Leasing & Investment Limited

SECURE YOUR FUTURE®

Eunoos Trade Centre (Level-18), 52-53 Dilkusha C/A, Dhaka-1000
PABX:9592501, Fax: 9592500 Helpline: 01976768686 E-mail: info@bliibd.com

NOTICE OF THE 20TH ANNUAL GENERAL MEETING

Notice is hereby given that **20th** Annual General Meeting (AGM) of the Shareholders of Bay Leasing & Investment Limited will be held on **Tuesday May 31, 2016** at **11.00 A.M** at the Institution of Diploma Engineers, Bangladesh, IDEB Bhaban, 160/A Kakrail VIP Sarak, Dhaka-1000 to transact the following business:

AGENDA

01. To receive, consider and adopt the Profit and Loss Account of the Company for the year ended 31st December 2015 and Balance Sheet as of that date together with the reports of the Directors and Auditors thereon.
02. To declare dividend for the Shareholders out of the profits for the year ended 31st December 2015 as recommended by the Board of Directors.
03. To elect /re-elect Directors in place of those who shall retire by rotation as per the Articles of Association of the Company.
04. To re-appoint Auditors of the Company for the year 2016 and to fix-up their remuneration.
05. Miscellaneous, if any, with the permission of the chair.

By order of the Board

Dated, Dhaka

May 10, 2016

M. Maniruz Zaman Khan
SVP & Company Secretary

Notes:

01. May 12, 2016 has been fixed as "Record Date".
02. The Board of Directors have recommended 15% cash Dividend for the year ended 31st December 2015.
03. The Shareholders whose names would appear in the Depository (CDBL) on the Record Date (Thursday May 12, 2016) shall be entitled to the dividend and attend the AGM.
04. The shareholders 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%.
06. For convenience, the shareholders and proxies are requested to record their entry at the entrance of AGM venue from 10.00 a.m. onwards.

No benefit or gift in cash or kind shall be given to the shareholders for attending the 20th Annual General Meeting as per Bangladesh Securities and Exchange Commission's Circular No. SEC/CMRRCD/2009-193/154 dated October 24, 2013.