



Bay Leasing & Investment Limited

SECURE YOUR FUTURE®

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Notice of the 19th Annual General Meeting

Notice is hereby given that the 19th Annual General Meeting (AGM) of the Shareholders of Bay Leasing & Investment Limited will be held on Monday June 08, 2015 at 11.00 A.M at the Institute 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 2014 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 2014 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 2015 and to fix-up their remuneration.
05. Miscellaneous, if any, with the permission of the chair.

Dated, Dhaka
May 11, 2015

By Order of the Board

M. Maniruz Zaman Khan
SVP & Company Secretary

Notes:

01. May 13, 2015 has been fixed as 'Record Date'.
02. The Board of Directors have recommended 15% cash Dividend for the year ended 31st December 2014.
03. The Shareholders whose names would appear in the Depository (CDBL) on the Record Date (Wednesday May 13, 2015) 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 AGM venue on 8th June, 2015 between 10.00 a.m and 11.00 a.m.

No benefit or gift in cash or kind shall be given to the shareholders for attending the 19th Annual General Meeting as per Bangladesh Securities and Exchange Commission's Circular No. SEC/CMRRCD/2009-193/154 dated October 24, 2013.