



Bay Leasing & Investment Limited

SECURE YOUR FUTURE®

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Notice Of 18th Annual General Meeting

Notice is hereby given that 18th Annual General Meeting of the Shareholders of Bay Leasing & Investment Limited will be held on May 29, 2014 Thursday at 10.30 a.m at Institute of Diploma Engineers, Bangladesh (IDEB), IDEB Bhaban, 160/A Kakrail VIP Sarak, Dhaka-1000 to transact the following business.

AGENDA

01. To receive and adopt the Directors' Reports, Auditors Report and Audited Financial Statements of the Company for the year ended 31st December 2013 .
02. To declare dividend for the year ended 31st December 2013 as recommended by the Board of Directors.
03. To elect Directors in place of those who shall retire by rotation in accordance with the provisions of Articles of Association of the Company.
04. To appoint Auditors of the Company for the year 2014 and to fix their remuneration.
05. Miscellaneous, if any, with the permission of the chair.

Dated, Dhaka
May 06, 2014

By Order of the Board

M. Maniruz Zaman Khan
SVP & Company Secretary

Notes:

01. The Board of Directors have recommended 15% Stock and 17% Cash Dividend for the year ended 31st December 2013.
02. The record date has been fixed on May 12, 2014. The Shareholders, whose names will appear in the Share Register of the Company on the Record Date, will be eligible to attend the meeting and receive dividend.
03. A shareholder eligible to attend and vote in the AGM may appoint Proxy to attend and vote in his/her behalf. The Proxy Form duly completed and stamped must be deposited at the registered office of the company not later than 72 hours before the time fixed for the meeting.
04. For convenience, the Shareholders/Proxy are requested to record their entry at the entrance of AGM on 29 May 2014 in between from 9:00a.m to 10:00 a.m.

PS: No benefit or gift in cash or kind shall be given to the shareholders for attending the 18th Annual General Meeting as per Bangladesh Securities and Exchange Commission's Circular No. SEC/CMRRCD/2009-193/154 dated October 24, 2013.