



Bay Leasing & Investment Limited

SECURE YOUR FUTURE[®]

Corporate Office: Eunoos Trade Centre (Level 18), 52-53 Dilkusha C/A, Dhaka-1000.

Phone: +88-02-9592501 (Hunting), Fax: +88-02-9592500 email: info@bilbd.com

www.bilbd.com

Notice of the 24th Annual General Meeting

Notice is hereby given to all the Members of Bay Leasing & Investment Limited that the 24th Annual General Meeting (AGM) of the Company will be held on October 29, 2020 (Thursday) at 11.00 a.m through Digital Platform Link - <https://bayleasing.bdvirtualagm.com>, to transact the following business:

AGENDA

01. To receive, consider and adopt the Director's Report, Auditor's Report and Audited Financial Statements for the year ended 31st December 2019.
02. To declare 7.5% Cash Dividend and 2.5% Stock Dividend for the year ended 31st December 2019 as recommended by the Board of Directors.
03. To elect/re-elect Directors in place of those who retired by rotation in accordance with the Articles of Association of the company.
04. To appoint / Re-appoint of External Auditor(s) of the Company for the year 2020 and to fix their remuneration.
05. To appoint/ Re-appoint Compliance Auditor(s) of the company for the year 2020 as per Corporate Governance Code of BSEC and to fix their remuneration.
06. To transact any other business with the permission of the chair.

Dated, Dhaka
September 10, 2020

By order of the Board

M. Maniruz Zaman Khan
EVP & Company Secretary

01. September 17, 2020 is the "Record Date" for entitlement of Dividend. The Shareholders whose names would appear in the Depository (CDBL) on the Record Date shall be entitled to the dividend and participate the AGM.
02. A shareholder of the company is entitled to participate and vote at this virtual AGM or may appoint a Proxy to participate and vote. The Proxy Form duly filled, signed and stamped with TK.20.00 (Revenue Stamp) must be sent through email to share @ billbd.com not later than 48 hours before commencement of the AGM.
03. Annual report-2020 along with attendance Slip, Proxy Form and Notice of the AGM are being sent to all the members by courier service/post/email address available as per CDBL record. Members may also collect the Annual Report & Proxy Form from the Share Department of the company situated at Eunoos Trade Centre (Level-18), 52-53 Dilkusha C/A Dhaka-1000 or from the website of the company. i.e www.bilbd.com
04. 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
05. The shareholders will join the virtual AGM through the link <https://bayleasing.bdvirtualagm.com>. The shareholders will be able to submit their question/comments electronically before 24 (twenty four) hours of commencement of the AGM through this link and also during the ANNUAL GENERAL Meeting in order to login for the virtual AGM. The shareholders need to click on the link and provide their 16 digit Beneficiary Owners (BO) Account Number.
06. Shareholders are requested to login to the system well ahead of the meeting at appointed time for the AGM on Thursday, October 29, 2020 For any IT related guidance and help with the login process the respected members may contact at 01727-159185.

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