

## SINGER BANGLADESH LIMITED

### NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the **40<sup>th</sup> Annual General Meeting of Singer Bangladesh Limited** will be held on Wednesday, **May 13, 2020 at 12.00 noon** by using Digital Platform instead of Spectra Convention Center, Dhaka in accordance with the Bangladesh Securities and Exchange Commission (BSEC) order SEC/SRMIC/04-231 dated March 24, 2020 to transact the following business.

#### AGENDA

##### Ordinary Business:

1. To receive and adopt the Directors' and Auditors' Report and the Audited Financial Statements of the Company for the year ended December 31, 2019.
2. To declare Dividend for the year ended December 31, 2019.
3. To elect Directors.
4. To appoint Statutory Auditors and to fix their remuneration.
5. To appoint Corporate Governance Compliance Auditors and to fix their remuneration.
6. To confirm appointment of the Independent Director.

##### Special Business:

1. To consider and if thought fit, pass the following resolution as a "Special Resolution".  
RESOLVED that the first sentence of clause V of the Memorandum of Association of the Company be amended and substituted to read "the authorized capital of the company is Tk. 250,00,00,000 (Two Hundred Fifty Crore) divided into 25,00,00,000 (Twenty Five Crore) shares of Taka10 each."

By order of the Board

Sd/-

**Mohammad Sanaullah**

Company Secretary

April 16, 2020

Registered Office

39, Dilkusha C/A

Dhaka-1000.

##### Notes:

- Members whose names appeared in the Members'/Depository Register on Record Date i.e. March 9, 2020 will be eligible to attend/participate and vote in the Annual General Meeting through Digital Platform and to receive dividend.
- A Member entitled to attend/participate and vote in the Annual General Meeting, may appoint a proxy in his stead. Scanned copy of the proxy form, duly stamped must be mailed to the email at [iro@singerbd.com](mailto:iro@singerbd.com) not later than 48 hours before the meeting.
- Pursuant to the BSEC Notification No. BSEC/CMRRCD/2006-158/208/Admin/81 dated June 20, 2018, soft copy of the Annual Report 2019 will be sent to the Members' respective email addresses as available with us. The Annual Report 2019 will be available in the Company's website at: [www.singerbd.com](http://www.singerbd.com).
- AGM Notice, link for joining in the Digital Platform (audio-visual meeting) and detail login process will be mailed to the respective Member's email address available with us.
- Members whose email addresses updated/changed subsequently, are requested to email us at [iro@singerbd.com](mailto:iro@singerbd.com) referring their full name, Folio/BO ID and email address to get the digital platform meeting invitation.
- Full login/participation process to the Digital Platform meeting will also be available in the Company's website [www.singerbd.com](http://www.singerbd.com).