



SINGER®

Notice of Annual General Meeting

Notice is hereby given that the 38th Annual General Meeting of **Singer Bangladesh Limited** will be held on Tuesday, **May 15, 2018 at 10:00 a.m.** at the Spectra Convention Centre, House-19, Road-7, Gulshan-1, Dhaka - 1212 to transact the following business.

AGENDA

1. To receive and adopt the Directors' and Auditors' Reports and the Audited Accounts of the Company for the year ended December 31, 2017.
2. To declare Dividend for the year ended December 31, 2017.
3. To elect Directors.
4. To appoint Auditors and to fix their remuneration.
5. To confirm the re-appointment of the Independent Director.

By order of the Board
Sd/-

Mohammad Sanaullah
Company Secretary
April 4, 2018

Registered Office
39, Dilkusha C/A
Dhaka-1000.

Notes:

- i) **April 9, 2018** is the record date. Shareholders whose names will appear in the Members' Register of the Company or in the Depository Register on that date will be eligible to attend the Annual General Meeting and receive dividend.
- ii) A member entitled to attend and vote at the Annual General Meeting may appoint a proxy in his stead. The proxy form, duly stamped with a revenue stamp of Tk. 20 must be deposited at the Registered Office of the Company not later than 48 hours before the meeting.
- iii) Admission to the hall will be only on production of the attendance slip.

- Shareholders bearing BO ID are requested to update their respective BO ID with 12 Digits Taxpayer's Identification Number (e-TIN) and address through their Depository Participant (DP); and
- Shareholders bearing Folio Numbers are requested to submit their 12 digits eTIN certificate to the Share Department of the Company latest by April 15, 2018; failing which Income Tax at Source will be deducted from cash dividend @15% instead of 10%.
- As per directive of Bangladesh Securities and Exchange Commission (BSEC), no food or gift will be arranged at the AGM.