



BANGLADESH BUILDING SYSTEMS LTD.
(Pre-Engineered Steel Building Manufacturer)



Configure Bepari Tower (3rd Floor), GA-64, Middle Badda, Progati Sarani, Dhaka-1212.
Tel: 88 02 9859915-17, 9850771-72; Fax: 88 02 9850772; Web: www.bbspseb.com



NOTICE OF THE FIFTEENTH ANNUAL GENERAL MEETING

Notice is hereby given that the FIFTEENTH ANNUAL GENERAL MEETING of the Members of Bangladesh Building Systems Ltd. will be held on Sunday, the 23 December, 2018 at 12:00 noon at Factory Premises, Jaina Bazar, Telehate, Sreepur, Gazipur to transact the following businesses.

AGENDA

ORDINARY BUSINESS

1. To receive, consider and adopt the Directors' and Auditors' Reports and the Audited Financial Statements of the company for the year ended 30 June, 2018.
2. To declare Dividend for the year ended 30 June, 2018.
3. To re-elect the Directors retiring by rotation pursuant to Article 124 of the Articles of Association of the Company.
4. To confirm the appointment of the new Managing Director of the Company and terms of appointment.
5. To appoint Auditors for the year ended 30 June, 2019 and fix their remuneration.
6. To appoint the professional to Certify Corporate Governance Compliance for the year 2018-19 and fix of their remuneration.
7. To transact any other business of the Company with the permission of the Chair.

SPECIAL BUSINESS

To consider and if thought fit, pass the following resolution as "Special Resolution".

RESOLVED that Article 114 of the Articles of Association of the Company be amended and substituted as follows:

"114. Unless otherwise determined by the Company in a General Meeting every Director shall be paid an amount out of the funds of the Company by way of remuneration for his service for every meeting attended which shall be decided by the Board of Directors from time to time."

Dated: Dhaka

01 December, 2018

Registered office:

Factory Premises, Jaina Bazar, Telihati, Sreepur, Gazipur.

By Order of the Board,

Mohammad Mohsin
Company Secretary

NOTES:

- (1) The Shareholders, whose names appeared in the Share Register of the Company or in the Depository Register on the record date i.e. 20th November, 2018 will be entitled to attend at the Annual General Meeting and to receive the dividend.
- (2) A member entitled to attend and vote at the AGM may appoint a Proxy to attend and vote in his/her stead. The Proxy Form, duly stamped, must be deposited at the Share Department of the Company not later than 48 hours before the time fixed for the meeting;
- (3) Entrance to the venue will be strictly on production of the attendance slip sent with the Notice as well as verification of signature of Shareholder(s) and/or Proxy-holder(s);
- (4) Members/Proxies are requested to record their entry in the AGM well in time on 23 December 2018. The registration counter will open at 11:00 am on the AGM date.
- (5) Pursuant to the Bangladesh Securities and Exchange Commission (BSEC) Notification No:BSEC/CMRRCD/2006- 158/208/Admin/81 dated 20th June, 2018, copy of the Annual Report has been sent to the e-mail address of the Honorable Shareholders mentioned in their respective Beneficial Owner (BO) accounts maintained with the depository.
- (6) No gift/benefit in cash or kind shall be paid to the holders of equity securities in terms of Clause (c) of the Notification No. SEC/SRMI/2009-193/154 dated 24th October, 2013 for attending the Annual General Meeting of the Company;
- (7) **The Annual Report, proxy forms and attendance slip are also available in the website at www.bbspseb.com**