



## BANGLADESH COMMERCE BANK LIMITED

Corporate Office: Eunoos Trade Center (Level-22)  
52-53, Dilkusha C/A, Dhaka-1000, Bangladesh

### Notice of the 21<sup>st</sup> Annual General Meeting

Notice is hereby given to all the Honorable shareholders of Bangladesh Commerce Bank Limited that the 21<sup>st</sup> Annual General Meeting (postponed earlier) will be held on Saturday **30-11-2019** at 10.00 a.m. at the Kurmitola Golf Club, Kurmitola, Dhaka Cantonment, Dhaka-1206 to transact the following business.

#### **Agenda :**

- 1) To receive, consider and adopt the Audited Financial Statements for the year ended 31<sup>st</sup> December 2018 along with the Reports of the Directors and Auditors' thereon.
- 2) To elect/re-elect Directors in accordance with the provisions of law and the Memorandum and Articles of Association of the Company.
- 3) To appoint Auditors of the Company for the year 2019 and fix up their remuneration.
- 4) To transact any other Business with the Permission of the Chair.

**Dated: November 12, 2019**  
**Dhaka.**

By order of the Board of Directors  
Sd/-  
**(Sayed Mohammed Estencher Billah)**  
Company Secretary

#### **NOTES:**

- 1) The Register Book of shareholders of the Company shall remain closed from **23-07-2019** to **25-07-2019** (inclusive both days) and it would be valid as per previous **notice dated 07-07-2019** published in the dailies 'The Ittefaq' & 'The Financial Express'.
- 2) A Member eligible to attend and vote at the Annual General Meeting may appoint any person as his/her proxy to attend and vote on his/her behalf. Proxy Form or Power of Attorney or Authorization Letter or Authorization attested by Notary Public is to be submitted to the Registered Office of the Company at least **72 hours** before the time fixed for the Meeting. If Proxy Form duly filled in along with Revenue stamp of **Tk.20/-** is not submitted within the stipulated time, the Proxy will not be treated as valid.
- 3) Registration Counter on the day of Annual General Meeting will remain open from **09.00 a.m. to 11.00 a.m.** Presentation of **Attendance Slip** provided by the Bank is a must for registration.
- 4) Annual Report-2018 along with the Attendance Slip, Notice and Proxy Form of 21<sup>st</sup> Annual General Meeting will be sent to the registered address of all respective Shareholders. Anybody who has not received the Annual Report, Notice/Proxy Form is requested to visit the **website [www.bcblbd.com](http://www.bcblbd.com)** of the Bank or contact with Board Division of the Registered Office (Contact No. **0961-322-1070**).
- 5) Respected Shareholders are requested to inform **regarding change of address** (if any) to the Board Division of the Registered Office on or before **send Annual Report**.
- 6) To hold properly the Annual General Meeting the respected Shareholders are requested not to bring children or any person who is not a Shareholder of the Bank.
- 7) **No gift/Gift Coupon/ Food Box will be served in the 21<sup>st</sup> AGM as per instruction of BSEC.**

**Published in The Financial Express, Page # 2, Dated on 12 November, 2019.**