



BANGLADESH COMMERCE BANK LIMITED

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

Notice of the 20th Annual General Meeting

Notice is hereby given to all the Honorable shareholders of Bangladesh Commerce Bank Limited that the 20th Annual General Meeting will be held on Saturday **11th August, 2018** at 11:00 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 on 31st December, 2017 along with the Report of the Directors and Auditors' thereon.
- 2) To appoint Auditor(s) & fix up their remuneration for the year 2018.
- 3) To retire and elect/re-elect two Directors from 'Ga' Group as per Memorandum and Articles of Association of the Bank and Company Law.
- 4) Any other Business with the Permission of the Chair.

Dated: July 08, 2018
Dhaka.

By order of the Board of Directors
Sd/-
(Md. Salim Hasan)
Company Secretary

NOTES:

- 1) The Register Book of shareholders of the Company shall remain closed from **17-07-2018** to **19-07-2018** (inclusive both days) and **no shares will transfer during this period.**
- 2) Any shareholder of the Company entitled 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.
- 3) 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.20.00 is not submitted within the stipulated time, the Proxy will not be treated as valid.
- 4) 02 (two) Directors will go on retirement on the basis of seniority and 02 (two) Director will be elected from the shareholders of 'Ga' Group as per Article 112 to 114 of the Articles of Association of the Bank. Interested candidate him/her self or by Authorized person can collect Nomination Papers for election of 02 (two) Directors from shareholders of 'Ga' group which will be available and collectable from Election Commission at Bank's Registered Office from **01-08-2018 to 02-08-2018** during office hours and Nomination Papers will be received up to 4:00 p.m. on **05-08-2018**. Nomination Papers will be scrutinized on **06-08-2018** and withdrawal of nomination will be allowed till 4:00 p.m. on **07-08-2018**. List of valid candidates will be hung on the Notice Board of the Registered Office of the Bank on **08-08-2018**. Annual General Meeting will be held on **11-08-2018**. After completion of all other agenda, election activities will start at the meeting place to elect 02 (two) Directors and the result will be declared by the Election Commission after counting the Votes on the same day.
- 5) 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.
- 6) Annual Report 2017 and Notice of 20th 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.bclbd.com** of the Bank or contact with Board Division of the Registered Office (Contact No. **0961-322-1070**).
- 7) Respected Shareholders are requested to inform regarding change of address (if any) to the Board Division of the Registered Office on or before **16th July, 2018**.
- 8) 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.
- 9) **No gift/Gift Coupon/ Food Box will be served in the 20th AGM as per instruction of BSEC.**

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