



## Usmania Glass Sheet Factory Ltd.

Registered Office: Kalurghat I/A  
Post: Chandgaon, Chattogram-4212.

### Notice of the 34<sup>th</sup> Annual General Meeting

This is for information of all honourable shareholders that, the 34<sup>th</sup> Annual General Meeting of Usmania Glass Sheet Factory Limited will be held Virtually (in digital platform) on 24<sup>th</sup> December'2020, Thursday, at 10.30 a.m. to transact the following business.

#### AGENDA

1. To confirm the minutes of the 33<sup>rd</sup> Annual General Meeting held on 20<sup>th</sup> December'2019.
2. To consider, adopt and approve the Audited Accounts for the year ended 30<sup>th</sup> June'2020, Reports of the Auditors and the Directors thereon.
3. To discuss dividend issue for the financial year 2019-2020.
4. To nominate/elect Directors.
5. To appoint auditors for the year 2020-2021 and to fix their remuneration.
6. To appoint auditors for the **Compliance on Corporate Governance Code** for the Financial Year 2020-2021 and to fix their remuneration.
7. To discuss any other matter of the company with the permission of the chair.

By the order of the Board of Directors

Date: 07-12-2020

  
(Md. Shafiqadath Hossain)  
Company Secretary

#### Notes :

1. Share transfer register of the company will remain closed on 24-11-2020 i.e. the record day. The shareholders whose names appeared in the register of the company/ depository register under Central Depository System(CDS) on Record date would be eligible to attend /participate and vote at the AGM(Annual General Meeting).
2. Pursuant to the Bangladesh Securities and Exchange Commission's revised order no: SEC/SRMIC/04-231/25, dated: 08-07-2020, AGM will be held virtually( using digital platform) which will be conducted via live telecast.
3. To login into the system, the shareholders need to put their 16-digit Beneficiary Owners(BO) number/Folio number and other credentials as a proof of their identity which will be notified later on Link of the meeting. The login details through virtual process will be notified to the respective shareholders email addresses. Besides, Full Login/Participation process will be notified at company's website [www.ugsflbd.com](http://www.ugsflbd.com).
4. 1(one) director will be elected at the above meeting from amongst "Group-B" Shareholders. Shareholders willing to contest for the post are requested to collect Nomination Paper from Company Secretary and to submit the same on or before 10.00 a.m. of 15-12-2020. Otherwise nomination paper will not be accepted.
5. Pursuant to the Bangladesh Securities and Exchange Commission's notification no: BSEC/CMRRCD/2006-158/208/Admin/81, dated: 20-06-2018, PDF copy of Annual Report 2019-2020 will be sent to the e-mail address of the shareholders who have BO account in the CDS on the record date 24-11-2020. The Annual Report will also be available at the company's website [www.ugsflbd.com](http://www.ugsflbd.com).
6. The shareholders will be able to submit their questions/comments electronically to [info@ugsflbd.com](mailto:info@ugsflbd.com) or [ugsfl.md@gmail.com](mailto:ugsfl.md@gmail.com) or [shakawat.bim8989@gmail.com](mailto:shakawat.bim8989@gmail.com).
7. A member entitled to attend and vote at the Annual General Meeting may appoint a Proxy in his/her stead. The Proxy form duly stamped must be submitted at the registered office of the company or Scan Copy to the above mail address( considering COVID-19 epidemic) at least 48(forty eight) hours before the time fixed for the meeting.