

## **USMANIA GLASS SHEET FACTORY LTD**

REGISTERED OFFICE: KALURHGAT I/A,  
POST: CHANDGAON, CHITTAGONG-4212

### **NOTICE OF THE 30<sup>th</sup> ANNUAL GENERAL MEETING**

It is for information of all honourable shareholders that the 30<sup>th</sup> Annual General Meeting of Usmania Glass Sheet Factory Limited will be held at its Registered Office Kalurghat Industrial area, Chittagong on Friday the 23<sup>rd</sup> December, 2016 at 10.00 A.M. to transact the following business :-

1. To confirm the minutes of the 29<sup>th</sup> Annual General Meeting held on 26<sup>th</sup> December, 2015.
2. To Consider, adopt and approve the Audited Accounts for the year ended 30<sup>th</sup> June, 2016 and Reports of the Auditors and the Directors thereon.
3. To declare and approve Dividend for the financial year 2015-2016.
4. To nominate/elect Directors.
5. To appoint Auditors for the year 2016-2017 and to fix their remuneration.
6. To discuss any other matter of the company with the permission of the chair.

With the permission of the Board Directors

Dated: 16-11-2016

  
(Md. Askander Mirza)  
Company Secretary

1. Share transfer Register of the Company will remain closed on 27-11-2016 i.e, the "Record date". During that day no share transfer will be effected.
2. Approved Dividend will be issued to shareholders on the basis of Share Register as on 26-11-2016.
3. 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 at least 48(Forty Eight) hours before the time fixed for the meeting.
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 & to submit the same on or before 10.00 A.M. of 17-12-2016. Otherwise nomination paper will not be accepted.
5. Admission to the Meeting Hall will be on production of the attendance slip.