

# RAK Ceramics (Bangladesh) Limited

RAK Tower (7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup> Floor), Plot # 1/A, Jasimuddin Avenue,  
Sector # 3, Uttara Model Town, Dhaka-1230

## **NOTICE OF THE 18<sup>th</sup> ANNUAL GENERAL MEETING**

Notice is hereby given that the 18th Annual General Meeting of RAK Ceramics (Bangladesh) Limited will be held on Wednesday, March 29, 2017 at 10.00 a.m. at International Convention City, Bashundhara (Pushpoguscho), Joarshahara, Purbachal Link Road, Khilkhet, Dhaka-1229 to transact the following businesses:

### **AGENDA:**

1. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 31 December 2016 together with the reports of the Auditor and the Directors.
2. To declare dividend for the year ended 31 December 2016.
3. To elect/re-elect Director(s) of the Company.
4. To appoint the Auditors of the Company for the year 2017 and fix their remuneration.

**By order of the Board of Directors**

Sd/-

**(Muhammad Shahidul Islam FCS)**  
Company Secretary

Dhaka, Bangladesh  
Date: March 14, 2017

### **Notes:**

1. The Shareholders whose name appeared in the Share Register of the Company or in the Depository Register on the 'Record Date' (i.e. February 14, 2017) will be entitled to attend the meeting and receive the dividend.
2. The Board unanimously recommended dividend @ 20% in cash and 5% in stock of the paid up capital of the Company for the year 2016.
3. A shareholder entitled to attend and vote at the Annual General Meeting may appoint a proxy to attend and vote in his/her behalf (such proxy shall be a shareholder of the Company). The Proxy Form, duly filled and stamped, must be deposited at the Registered Office of the Company not later than 48 hours before the time fixed for the meeting.
4. Admission to the meeting will be strictly on production of the attendance slip attached with the Annual Report.
5. Shareholders are requested to submit to the Registered Office of the Company on or before March 23, 2017, their written option to receive dividend in the form enclosed with the Annual Report. If the shareholders fail to submit such option within the stipulated time, the dividend will be paid off as deemed appropriate by the Company.
6. In case of non-receipt of the Annual Report of the Company sent through courier, shareholders may collect the same from the Registered Office of the Company on or before March 23, 2017. No additional Annual Report will be distributed in the AGM venue.
7. Brokerage Houses/DPs are requested to provide the statement along with detail of their margin loan holders on or before March 20, 2017 who are entitled to receive the cash dividend of the Company for the year ended December 31, 2016. The statement should include shareholder's name, BO ID Number, client-wise shareholding position, gross dividend receivable, applicable tax rate, net dividend receivable, bank account number, routing number, contact person etc.

**Shareholders may please note that no food or gift or benefit in cash or kind shall be given at the Annual General Meeting.**