

## NOTICE OF 37<sup>TH</sup> ANNUAL GENERAL MEETING

Notice is hereby given to all members of Olympic Industries Limited that the 37th Annual General Meeting of the company will be held on Thursday, December 22, 2016 at 10:00 AM at the Battery Factory premises of the company at Kutubpur under Kanchpur Union Parishad, P.S. & Upazilla Sonargaon, District Narayanganj to transact the following business:

### AGENDA

1. Receive, consider and adopt the audited financial statements of the company for the year ended at June 30, 2016 and the reports of Directors and auditors thereon.
2. Consider and approve payment of 40% Cash Dividend (Tk. 4.00 per Share) and 5% Stock Dividend (5 fully paid up Ordinary Shares as Bonus Shares for every 100 Ordinary Shares held) to shareholders for the year ended June 30, 2016 as recommended by the Board of Directors.
3. Consider retirement by rotation and reappointment of Mr. Munir Ali, Director.
4. Inform of vacation of office by Mr. Sharif M. Afzal Hossain, Independent Director, with effect from October 22, 2016 upon expiry of two full terms totaling six years.
5. Approve appointment of Ms. Begum Sakwat Banu as Independent Director; she has been appointed by the Board of Directors of the company on October 27, 2016 for a term of three years from October 27, 2016 to October 26, 2019. She will be allowed to receive remuneration of Tk. 200,000.00 per month and bonus as per the rules of the company. Income tax payable will be paid by her and deducted at source by the company.
6. Consider reappointment of M/s. M. J. Abedin & Co., Chartered Accountants as auditors for the year ending on June 30, 2017 and to fix up their remuneration. The auditors will continue until the 38th Annual General Meeting of the company.
7. To transact any other business of the company with the permission of the Chairman.

By Order of the Board

Dated : November 24, 2016



**Md. Nazimuddin**  
Executive Director, Corporate Affairs  
& Company Secretary

### Notes:

1. The Record Date to attend the 37th Annual General Meeting and for entitlement of approved Cash Dividend and Stock Dividend is November 21, 2016, as notified on October 27, 2016.
2. A member eligible to attend the Annual General Meeting is entitled to appoint a proxy to attend and vote on his/her behalf at the Annual General Meeting. A proxy form for this purpose bearing revenue stamp of Tk. 20 must be deposited at the corporate office of the company at least 48 hours before the meeting. The proxy must be a shareholder of the company and the signature of the proxy is to be verified by the shareholder appointing the proxy.
3. Admission to the meeting venue will be on production of an attendance slip, duly signed. Children and non-members are not permitted to attend. The attendance slip and proxy form will be sent with the Annual Report. The attendance register shall remain open until 10:00 AM on the date of the AGM (December 22, 2016) and shareholders are requested to record their attendance by that time.
4. Any change of address should be notified in writing to the company.
5. Any questions pertaining to the financial statements or reports of the Board of Directors or auditors must be submitted in writing to the corporate office of the company at least 48 hours before the meeting to facilitate providing a proper response.
6. To comply with the directives provided by Bangladesh Securities and Exchange Commission (BSEC) as contained in Notification No. SEC/SRMI/2000-953/1950 dated October 24, 2000 published in the Bangladesh Gazette on November 7, 2000 and also as contained in their Circular No. SEC/CMRRCD/2009-193/154 dated October 24, 2013, no gifts, benefits, food items, etc. shall be provided to shareholders attending the 37th Annual General Meeting of the company.

Shareholders who have not yet submitted their 12-digit Taxpayers Identification Number (TIN) to the Share Department of the company are requested to do so by December 21, 2016; failing which, Income Tax at Source will be deducted from dividends payable at 15% instead of 10%.