



INDUSTRIES LIMITED

Amin Court, 6th Floor, 62-63, Motijheel C/A, Dhaka-1000

NOTICE OF 40TH ANNUAL GENERAL MEETING

December 12, 2019

Notice is hereby given to all members of Olympic Industries Limited that the 40th Annual General Meeting of the company will be held on Thursday, December 26, 2019 at 10:00 A.M. at the Battery, Noodles, Snacks & Carton Factory premises of the company at Kutubpur under Kanchpur Union Parishad, P.S. & Upazilla Sonargaon, District Narayanganj to transact the following business:

AGENDA

1. To receive, consider and adopt the audited financial statements of the company for the financial year ended June 30, 2019 together with the Reports of Directors and Auditors thereon.
2. To consider and approve the payment of 50% Cash Dividend i.e. Tk.5.00 per share to the shareholders for the financial year ended June 30, 2019 as recommended by the Board of Directors.
3. To consider and approve the enhancement of basic remuneration of Mr. Mubarak Ali, Managing Director as recommended by the Nomination and Remuneration Committee (NRC) and approved by the Board of Directors of the company.
4. To consider retirement by rotation and reappointment of Mr. Aziz Mohammad Bhai and Mrs. Safinaz Bhai, Directors. Their brief resume are enclosed as per CGC Condition No.1(5)(xxiv)(a).
5. To approve the reappointment of Begum Sakwat Banu, Independent Director for second term of 3 (three) years from October 27, 2019 to October 26, 2022 with existing remuneration and benefits as approved by the Board of Directors. The Board has also approved her reappointment as Chairperson of Audit Committee of the company.
6. To appoint new Statutory Auditors or to consider reappointment of existing Statutory Auditors M/s. Shafiq Basak & Co., Chartered Accountants for 3rd year 2019-2020 ending on June 30, 2020 and to fix-up the remuneration of Statutory Auditors. The existing Auditors received Tk.9,00,000 (Taka nine lac) as remuneration. M/s. Shiraz Khan Basak & Co., Chartered Accountants have expressed interest for appointment as Auditors.
7. To consider appointment of a practicing professional firm of Chartered Accountants or Chartered Secretaries to provide a Certificate on compliance with the Corporate Governance Code and determine their remuneration. M/s. Huda & Co., Chartered Accountants have long been providing this Certificate to the company and they have expressed their interest for being re-appointed for next year also. They are currently paid Tk.2,00,000 (Taka two lac) as remuneration. This year, two new firms of Chartered Secretaries M/s. Jasmin & Associates and M/s. Suraiya Parveen & Associates have expressed their interest for appointment.
8. To transact any other business of the company with the permission of Chairman of the meeting.

By Order of the Board

Md. Nazimuddin
Executive Director, Corporate Affairs &
Company Secretary

Notes:

1. The Record Date to attend the 40th Annual General Meeting and for entitlement of approved Cash Dividend is November 28, 2019.
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 as per specimen enclosed with Annual Report bearing Revenue Stamp of Tk.20.00 must be deposited at the Corporate Office of the company at Amin Court (6th Floor), 62-63, Motijheel C/A, Dhaka-1000 at least 48 hours before the meeting. The Proxy must be a shareholder of the company and his/her signature is to be verified by the shareholder appointing the Proxy.
3. Admission to the meeting venue will be on production of Attendance Slip attached with the Annual Report, duly signed. Children and non-members are not permitted to attend the meeting. The Attendance Register shall remain open until 10:00 A.M. on the date of AGM 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 Directors' Report or Auditors' Report must be submitted in writing to Corporate Office of the company at least 48 hours before the meeting to facilitate providing proper response.
6. To comply with BSEC directives 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 Circular No.SEC/CMRRCD/2009-193/154 dated October 24, 2013, no gifts, benefits, food items, etc. shall be provided to shareholders attending the 40th Annual General Meeting of the company.
7. Shareholders who have not yet submitted their 12-digit TIN to their respective Depository Participants (DP) or to the Company's Shares Department are requested to do so by December 19, 2019, failing which Income Tax at source on dividend payable will be deducted @15% instead of 10%.
8. To facilitate the payment of dividend using BEFTN directly to the designated bank accounts of shareholders, shareholders are requested to update their active bank account number, routing number, address and mobile number through their respective Depository Participants (DP).
9. The concerned Merchant Banks / Depository Participants are requested to send the details (name, BOID number, number of shares held, gross and net dividend receivable, rate and amount of tax deductible at source, name of bank, bank account number and routing number, etc.) of their Margin Loan holders on or before December 22, 2019 to the Shares Department of the company at Amin Court (6th Floor), 62-63, Motijheel C/A, Dhaka.
10. As per BSEC Notification dated June 20, 2018, the Annual Report has been sent by Email to shareholders' email addresses as per their BO Accounts details. The Annual Report has also been published on our website (www.olympicbd.com). Interested shareholders may collect a copy of our Annual Report by making a written request to our Shares Department.