

IDLC FINANCE LIMITED

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NOTICE OF THE 34TH ANNUAL GENERAL MEETING

Notice is hereby given to all the Members of IDLC Finance Limited (IDLC) that the 34th Annual General Meeting (AGM) of the company will be held on **March 28, 2019 (Thursday) at 10:00 a.m. at "Utshab", Radisson BLU Water Garden Hotel, Airport Road, Dhaka Cantonment, Dhaka 1206**, to transact the following business:

Ordinary Agenda:

- FLG190328-0034-01 Renewal of appointment of the CEO & Managing Director, Mr. Arif Khan for another tenure of three (3) years;
- FLG190328-0034-02 Adoption of Directors' Report, Auditors' Report and Audited Financial Statements for the year ended December 31, 2018;
- FLG190328-0034-03 Declaration of dividend for the year 2018 as recommended by the Board;
- FLG190328-0034-04 Election of Directors;
- FLG190328-0034-05 Appointment of Auditors of the Company until the conclusion of the next Annual General Meeting (AGM) and fixation of their remuneration; and
- FLG190328-0034-06 Appointment of auditors for certification on the compliance on conditions of Corporate Governance Code (CGC) for 2019 of the Company and fixation of their remuneration.

By order of the Board

Sd/-

Mohammad Jobair Rahman Khan FCA
Group Company Secretary

Dated: March 13, 2019

Notes:

- As notified earlier the **"Record Date" was Tuesday, March 12, 2019**. The Members whose names would appear in the Register of Members of the company and/or in the Depository on the 'Record Date' will be eligible to attend the 34th AGM and entitled to the Dividend as approved;
- Member are requested to update their respective BO Accounts with 12 Digit Taxpayer's Identification Number (TIN), bank account, mailing address, email address and contact number (mobile phone) through their respective Depository Participant (DP) before the 'Record Date'. Tax Deduction at Source (TDS) @15% (instead of 10%) will be made from the eligible cash dividend amount, if anyone fails to update his/her BO Account with the 12 Digit TIN before the Record Date;
- A Member may appoint a proxy to attend and vote in his/her place by filling proxy form as per Article 103 of the Articles of Association of the company. The proxy form, duly completed and stamped, must be deposited at the office not later than 72 hours before the time scheduled for holding the meeting;
- Pursuant to Article 81 of the Articles of Association, a corporate member of the company, by resolution of the Board of Directors or other Governing Body of such body corporate, may authorize such person as it thinks fit, to act as representative at any meeting of the members of the company;
- As per Bangladesh Securities and Exchange Commission notification No. BSEC/CMRRCD/2006-158/208/Admin/81, dated 20 June 2018 soft copies of the Annual Report along with the Attendance Slip, Proxy Form and the Notice will be forwarded to all the Members at their respective email address available with us as per CDBL record. The Members may also collect the Proxy Form from the Registered Office of the company. These will also be available in the website of the company: **www.idlc.com**. The printed annual report may be available if any shareholder requires in writing beforehand;
- Members/proxies are requested to register their entry at the AGM in the counter at the entrance of the AGM venue from **9.00 a.m. on March 28, 2019**.

বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ কমিশনের নির্দেশনা অনুযায়ী আসন্ন বার্ষিক সাধারণ সভায় কোন প্রকার উপহার/খাবার/কোন ধরনের কপন প্রদানের ব্যবস্থা থাকবে না।