



The ACME Laboratories Ltd.

Corporate Head Office: Court de la ACME, 1/4, Kallayanpur, Mirpur Road, Dhaka -1207. Web: www.acmeglobal.com

NOTICE OF THE 42nd ANNUAL GENERAL MEETING

Notice is hereby given that the **42nd Annual General Meeting (AGM)** of the Shareholders of The ACME Laboratories Ltd. will be held on Thursday, **6 December 2018 at 10:30 a.m.** at PSC Convention Hall (1st Floor), Police Staff College Bangladesh, Mirpur -14, Dhaka -1206 to transact the following businesses:

AGENDA

- A 2018-42- 01 :** To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 30 June 2018 and the Reports of the Directors' and the Auditors' thereon.
- A 2018-42- 02 :** To approve proposed dividend for the year ended 30 June 2018.
- A 2018-42- 03 :** To elect Directors in place of those who shall retire by rotation in accordance with the provision of Articles of Association of the Company.
- A 2018-42- 04 :** To appoint Auditor and fix their remuneration.
- A 2018-42- 05 :** To appoint Compliance Auditor.
- A 2018-42- 06 :** To approve the rearrangement of Use of IPO Proceeds.

By order of the Board

(Md. Rafiqul Islam, FCS)
Company Secretary

Dated: **19 November 2018**
Dhaka

Notes:

- i. The record date was fixed on '31 October 2018'. The Shareholders, whose names appeared in the Share Register of the Company at the close of business on the 'Record Date' will be eligible to attend the 42nd Annual General Meeting and entitled to get dividend.
- ii. A member eligible to attend and vote in the AGM may appoint a proxy to attend and vote in his/her behalf. The Proxy Form duly completed and stamped must be deposited at the registered office of the Company not later than 48 hours before the time fixed for the Annual General Meeting.
- iii. Admission into the venue of the AGM will be strictly checked and verified with the attendance slip sent with the Proxy Form as well as verification of signature of Member(s) and/or Proxy-holder(s).
- iv. Members are requested to update their respective BO Accounts with 12 Digit e-TIN, Bank Account, Mailing Address and Contact Number through their respective Depository Participant (DP). Advance Income Tax (AIT) @ 15% (instead of 10%) will be deducted from eligible cash dividend, if anyone fails to update his/her BO Account with the 12 Digit e-TIN before/on the Record Date.
- v. Annual Report, Attendance Slip and Proxy Form along with Notice are being sent to all the Members through E-mail / Postal Services (address available in the respective BO Account). The members may also collect the Annual Report and Proxy Form from the Registered Office of the Company and may download the Annual Report and Proxy Form from the Company's website: www.acmeglobal.com.
- vi. Members/ Proxies are requested to record their entry in the AGM well in time on 6 December 2018 (Thursday). The registration counters will be opened at 8.00 a.m. on the AGM date.
- vii. The concern Merchant Banks and all Depository Participants (DP) are requested to provide us a statement with the details (Shareholders' Names, BO ID Numbers, Client-wise shareholding position, Gross Dividend Receivables, applicable tax rate and Net Dividend Receivables) of their Margin Loan Holders who hold Company's share, as on the 'Record Date' along with the name of the Contact Person in this connection, to the Company's Share Office on or before 2 December 2018. The Merchant Banks and Depository Participants (DP) are also requested to provide us with their Bank Names, Account Numbers and Routing Numbers etc.
- viii. **In Compliance with the Bangladesh Securities and Exchange Commission's Circular No. SEC/CMRRCD/2009-193/154; dated: 24 October 2013, No Gift/Gift Coupon/Food Box shall be distributed at the ensuing 42nd AGM.**