



The ACME Laboratories Ltd.

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

NOTICE OF THE 43rd ANNUAL GENERAL MEETING

Notice is hereby given that the **43rd Annual General Meeting (AGM)** of the Shareholders of The ACME Laboratories Ltd. will be held on Thursday, 12 December 2019 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 2019-43- 01** : To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 30 June 2019 and the Reports of the Directors' and the Auditors' thereon.
- A 2019-43- 02** : To approve the proposed dividend for the year ended 30 June 2019.
- A 2019-43- 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 2019-43- 04** : To appoint Statutory Auditors and fix their remuneration.
- A 2019-43- 05** : To appoint Compliance Auditors and fix their remuneration.

By order of the Board

Sd/-

Md. Rafiqul Islam, FCS
Company Secretary

Dated: **25 November 2019**
Dhaka

Notes:

- i. The record date was fixed on **31 October 2019**. The Shareholders, whose names were appeared in the Share Register/Depository Register of the Company at the close of business on the 'Record Date' i.e. Thursday, on 31 October 2019 will be entitled to attend at the 43rd Annual General Meeting and receive the 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. 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 ID(s). In case of non-receipt of Annual Report 2018-19, the members may collect the same from the Registered Office of the Company within 9 December 2019 by submitting written application. Annual Report is also available in Investors Corner of the Company's website: www.acmeglobal.com.
- vi. 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 Registered Office on or before 9 December 2019. The Merchant Banks and Depository Participants (DP) are also requested to provide us with their Bank Names, Account Numbers and Routing Numbers etc.
- vii. **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 upcoming 43rd AGM.**