

Corporate Office & Factory : Jarun, Konabari, Gazipur, Bangladesh.

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Notice of the 22nd Annual General Meeting

Notice is hereby given that the Hon'ble High Court was pleased to pass a Judgment by condoning the delay and allowing the company to hold the 22nd Annual General Meeting for the year ended of 30th June, 2018. The 22nd Annual General Meeting of the Keya Cosmetics Ltd. will be held on Thursday, 22 October, 2020 at 11:30 a.m. by using Digital Platform through the link <http://keyacosmetics.digitalagmbd.net> to transact the following business:

Ordinary Business:

- Agenda-1 : To receive, consider and adopt the Audited Financial Statements for the year ended June 30, 2018 together with the Reports of the Board of Directors and the Auditors thereon;
- Agenda-2 : To approved dividend for the year ended June 30, 2018 as recommended by the Board of Directors;
- Agenda-3 : To elect Directors in place of those who shall retire by rotation in accordance with the provision of Articles of Association of the Company;
- Agenda-4 : To consider the appointment of Statutory Auditor of the Company for the next year and to fix their remuneration;
- Agenda-5 : To appoint Statutory Auditor of the Company for the year ended 30th June 2020 and to fix their remuneration;
- Agenda-6 : To consider and approve the appointment of Compliance Professionals for the year 2019 and to fix their remuneration of the Company;

By order of the Board of Directors



Md. Noor Hossain
Company Secretary

Dated : 07 October, 2020

Notes:

- The Board of Directors recommended 10% Stock Dividend on all existing shareholders for the year ended 30th June, 2018.
- The Record Date was fixed on 12th December 2018. The Shareholders, whose names will appear in the Share Register of the Company at the close of business on the record date, will be eligible to attend the meeting and entitled for the dividend;
- The 22nd AGM of the Company would be conducted through Digital Platform in line with Order No. SEC/SRMRC/04-231/25 dated 08 July 2020 of Bangladesh Securities and Exchange Commission. Detail login process for the meeting will be available in the Company's website at www.keyagroubpd.com and www.keyacosmetics.com and the Link will be mailed to the respective shareholders email address available with the Registers.
- A Shareholder eligible to attend the Annual General Meeting (AGM) is entitled to appoint a Proxy to attend and vote on his/her behalf (through digital platform). Forms of Proxy duly filled, signed & stamped must be sent through email to the Share Department of Company at keyasharedpt@keya-bd.com / noorhossain@keya-bd.com at least 48 hours before the time fixed for the Meeting.

Special Notes :

1. As per Bangladesh Securities and Exchange Commission (BSEC)'s Notification No. SEC/CMRRC D/2009-193/154 thereon dated October 24, 2013. No Food Box/Gift Coupon etc. is allowed.
2. As per condition no.9(1) & (2) of the BSEC/CMRRC/2006-158/208/Admin/81, dated 20 June 2018, the soft copy of the Annual Report for the year ended 2018 to be sent through the e-mail address of the shareholders and also be available to the website www.keyagroubpd.com and www.keyacosmetics.com of the Company.