

Notice of The 16th Annual General Meeting

Notice is hereby given that the 16th Annual General Meeting of Tosrifa Industries Limited will be held on 31 December 2018 at Baridhara DOHS Convention Center, DOHS Baridhara, Dhaka Cantonment at 10:00 AM to transact following agenda:

- ➔ To receive, consider & adopt the Directors Report to the Shareholders, Auditors Report and Audited Financial Statements for the year ended 30 June, 2018.
- ➔ To approve dividend for the year ended on 30 June, 2018.
- ➔ To retire, elect and appointment of Directors in terms of the relevant provision of the Articles of Association of the Company.
- ➔ To appoint Statutory Auditor of the Company for the Financial Year 2018-19 and fix-up their remuneration.
- ➔ To appoint auditor of corporate governance for the year 2018-19.
- ➔ Miscellaneous if any.

By Order of the Board

Sd/-

Hayder Ali

Company Secretary

Date: 13 December, 2018
Dhaka

Notes:

- i. The record date in lieu of Book-Closure shall be on 18 November 2018.
- ii. That, Record Date declared i.e., 18 November 2018 for entitlement of 5% cash and 5% Stock dividend will be paid subject to approval of the shareholders in the forthcoming AGM.
- iii. The Shareholders' whose name will appear in the Share Register of the Company and in the Depository register on the Record date will be eligible to receive the dividend.
- iv. The proxy form must be affixed with requisite revenue stamp and must be deposited at the Share Office of the Company within 48 hours before the time fixed for the meeting.
- v. Members are requested to submit to the Company's Share Office on or before 27 December 2017; with their written option to receive dividend. In case of non-submission of such option within the stipulated time, the dividend will be paid off as deemed appropriate by the company.
- vi. Admittance to the Meeting Venue will be on production of the Attendance Slip that will be sent with the Notice.
- vii. The concerned brokerage houses & merchant bankers are requested to provide us with a statement with the details (shareholders name, BO ID number, e-TIN number, gross dividend receivable, applicable tax rate, and net dividend receivable) of their margin loan holders who hold shares of the Company as on the Record Date, along with the name of the contact person in this connection. The brokerage houses & merchant bankers are also requested to provide us with their Bank Account Name, number, routing number etc. on or before December 27, 2018.
- viii. The concerned trusty board of approved superannuation fund or pension fund or gratuity fund or recognize provided fund or workers participation fund are requested to provide us update tax rebate certificate on or before December 27, 2018.

N.B: Members may please note that no gift or benefit in cash or kind will be given at the AGM.