



# Rupali Insurance Company Limited

**Registered Office:** Rupali Bima Bhaban  
7, RAJUK Avenue, Dhaka-1000.

## NOTICE OF THE 30<sup>TH</sup> ANNUAL GENERAL MEETING

Notice is hereby given that the 30<sup>th</sup> Annual General Meeting of Rupali Insurance Company Limited will be held on Wednesday, the 4<sup>th</sup> July, 2018 at 11.00 A. M. at Imperial Convention Center (5<sup>th</sup> Floor), 68/B, DIT Road, Malibagh Chowdhurypara, Dhaka-1219 to transact the following business:

1. To receive and adopt the Directors' Report and Audited Accounts for the year ended 31<sup>st</sup> December, 2017 and Auditors' Report thereon.
2. To declare Dividend for the year ended 31<sup>st</sup> December, 2017 as recommended by the Board of Directors.
3. To consider appointment of Auditors for the year 2018 and to fix their remuneration.
4. To elect Directors as per Articles of Association of the Company.
5. To transact any other business which may be placed before the meeting with the permission of the Chair.

By order of the Board of Directors  
Sd/-

Dated, Dhaka  
May 16, 2018

**P. K. Roy, FCA**  
Chief Executive Officer

### Notes:

1. The '**Record Date**' is fixed on **Thursday, May 24, 2018**. The Shareholders, whose names will appear in the Share Register of the Company (Certificated & Depository) at the close of business on the record date, will be eligible to attend the meeting and dividend.
2. A member entitled to attend and vote at the meeting may appoint another person as his/her proxy to attend and vote on his/her behalf. The Proxy Form duly stamped must be deposited at the Company's Registered Office not later than 48 (Forty eight) hours before the time scheduled for the meeting.
3. For the sake of convenience Shareholders are requested to submit their queries, if any, on the Directors Report/Audited Accounts for the year ended 31<sup>st</sup> December, 2017 to the Registered Office of the Company preferably 72 (Seventy two) hours before the day of the Annual General Meeting.
4. Shareholders bearing BO IDs are requested to update their respective BO IDs with 12 Digits Taxpayer's Identification Number (e-TIN) and address through their Depository Participant (DP); and
5. Shareholders bearing Folio Numbers are requested to submit their 12 digits e-TIN certificate to the Share Department of the company latest by June 19, 2018; failing which Income Tax will be deducted at source from cash dividend @ 15% instead of 10% as per amended IT ordinance 1984 U/S 54.

***N.B: As per BSEC Circular No. SEC/CMRRCD/2009-193/154 dated October 24, 2013 "No benefit in cash or kind, other than in the form of cash dividend or stock dividend, shall be paid to the holders of the equity security."***