



SK TRIMS & INDUSTRIES LTD.

Registered Office: 45, Madrasa Road, 111/33 Tilargati, Sataish, Tongi, Gazipur-1712.
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NOTICE OF THE 4TH ANNUAL GENERAL MEETING

Notice is hereby given that the 4th Annual General Meeting (AGM) of the shareholder of SK Trims & Industries Limited will be held on Thursday, December 20, 2018 at 10.00 A.M at Sea Shell Hotel, Road No 13, Sector-10, Uttara Model Town, Dhaka -1230 to transact the following business:

AGENDA

1. To received, consider and adopt the Directors' Report and approve the Auditors' Report and Financial Statements for the year 2017-2018.
2. To approve the dividend for the year ended 30th June, 2018 as recommended by the Board of Directors.
3. To elect/re-elect/resign directors as per terms of the relevant provision.
4. To appoint the Auditors of the company and fix their remuneration for the year 2018-2019.
5. To appoint Auditors/Professionals for Compliance of Corporate Governance Code.
6. To transact any other business with permission of the Chair.

Dated: November 26, 2018

By order of the Board

Sd/-

Siran Bin Sarwar
Company Secretary

Note:

1. The Shareholders whose name will be appeared in the share register of the company or in the depository register on the record date, i.e., November 22, 2018 will be entitled to attend the AGM and to receive the dividend.
2. A Member entitled to attend and Vote at the General Meeting may appoint a Proxy to attend and vote on his/her behalf. Proxy form, affixed with requisite revenue stamp of tk. 20/-, must be submitted at the Head Office of the Company not later than 48 hour before the time fixed for the meeting.
3. Admission to the Annual General Meeting will be allowed strictly on production of the attendance slip sent with the Notice as well as verification of signature of Member (s) and/of Proxy-holder(s).