



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

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Notice of the 23rd Annual General Meeting

Notice is hereby given that the 23rd Annual General Meeting of the Members of Keya Cosmetics Ltd. will be held on 19th January, 2021 at 10:30 a.m. (Dhaka time). The AGM will be held virtually by using Digital Platform through the link <http://keyacosmet23rd.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, 2019 together with the Reports of the Board of Directors and the Auditors thereon;
- Agenda-2 : To approved dividend for the year ended June 30, 2019 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 approve appointment of the Independent Director;
- Agenda-5 : To appoint Corporate Governance Code Compliance Auditor for the year 2019-2020 and to fix their remuneration;

By order of the Board of Directors

Md. Noor Hossain
Company Secretary

Dated : 04 January 2021

Notes:

- The **Record Date** was fixed on **January 03, 2021**. 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 23rd 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. In compliance with the Bangladesh Securities and Exchange Commission (BSEC)'s Notification No. SEC/CMRRCD/2009-193/154 thereon dated October 24, 2013. No Gift/Food Box/Gift Coupon/Cash or kind shall be distributed.
2. As per condition no.9(1) & (2) of the BSEC/CMRRCD/2006-158/208/Admin/81, dated 20 June 2018, the soft copy of the Annual Report for the year ended 30th June 2019 to be sent through the e-mail address of the shareholders and also be available in the Company's website www.keyagroubpd.com and www.keyacosmetics.com.