



Green Delta Insurance Co. Ltd.

Green Delta AIMS Tower (6th floor)

51-52 Mohakhali C/A. Dhaka

Phone: 9851170 (PABX),

E-mail: info@green-delta.com ; Web : www.green-delta.com

NOTICE OF THE 32nd ANNUAL GENERAL MEETING

Notice is hereby given that the Thirty Second Annual General Meeting of Green Delta Insurance Company Limited will be held at Spectra Convention Centre Limited, House # 19, Road # 7, Gulshan-1, Dhaka-1212 on Thursday, 29th March 2018 at 11.00 a.m. to transact the following businesses:

AGENDA

1. To receive, consider and adopt the Financial Statements and the Report of Auditors thereon and the Report of the Board of Directors of the Company for the year ended 31st December 2017
2. To declare Dividend for the financial year ended 31st December 2017
3. To elect / re-elect Directors
4. To appoint Auditors for the term until the next Annual General Meeting and fix their remuneration
5. Miscellaneous, if any, with the permission of the Chair.

By Order of the Board


Syed Moinuddin Ahmed
Company Secretary
March 08, 2018

Registered Office
51-52, Mohakhali C/A
Dhaka-1212

Notes:

1. **05.03.2018** was scheduled as **Record Date**. The Shareholders whose name will appear on the Register of Members on the Record Date will be eligible to attend the meeting and vote thereat and qualify for dividend.
2. A Member entitled to attend and vote at general meeting is entitled to appoint a proxy to attend the meeting and vote thereat on his/her behalf. The proxy form duly completed, must be affixed with a revenue stamp of BDT 20/- and deposited at the registered office not later than 48 hours before the time of holding the meeting.
3. Members are requested to notify their changes of addresses, if any.
4. Admission to the hall will be only on production of the attendance slip sent with the notice.
5. Shareholders bearing BO IDs are requested to update their respective BO IDs with 12-Digit Taxpayer's Identification Number (e-TIN) and address through their Depository Participant (DP); and
6. Shareholders bearing Folio Numbers are requested to submit their 12 digits e-TIN certificate to the Share Department of the Company latest by 20 March 2018, failing which Income Tax at Source will be deducted from cash dividend @ 15% instead of 10% as per amended Income Tax Ordinance 1984 (Section 54)

PS: As per Bangladesh Securities and Exchange Commission's (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 equity securities" for attending the 32nd Annual General Meeting.