



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 31ST ANNUAL GENERAL MEETING

Notice is hereby given that the Thirty First 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, 30th March 2017 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 31 December 2016
2. To declare Dividend for the year ended 31 December 2016
3. To elect / appoint Directors
4. To appoint Auditors and fix their remuneration

By Order of the Board


Syed Moinuddin Ahmed
Company Secretary
March 14, 2017

Registered Office
51-52 Mohakhali C/A
Dhaka

Notes:

1. 05.03.2017 is 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 2017, failing which Income Tax at Source will be deducted from cash dividend @ 15% instead of 10%.
7. As per directive of Bangladesh Securities and Exchange Commission (BSEC), no food or gift will be arranged at the AGM.