



এস. আলম কোল্ডরোল্ড স্টীলস লিমিটেড

S. ALAM COLD ROLLED STEELS LIMITED

Registered Office: S. Alam Bhaban, 2119, Asadgonj, Chittagong.

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28th February 2011.

NOTICE OF THE 10th ANNUAL GENERAL MEETING.

NOTICE is hereby given that the 10th Annual General Meeting of the Company will be held on Wednesday, the 30th March 2011 at 11.30 A. M at the 'Ichhamati Hall' of Hotel Agrabad, Chittagong to transact the following ordinary and special business and to pass and adopt necessary resolutions in that behalf:

A G E N D A:

1. To receive, consider and adopt the audited financial statements of the company for the year ended 30th September 2010 along with the Directors' Report and the Auditors' Report thereon.
2. To consider and declare dividend on the basis of the recommendation of the Directors.
3. To elect Director retiring by rotation from Sponsors' Group as well as to consent the extension of the term of office of the Managing Director for a further period of five years.
4. To elect a Director from Institutional Investors' Group and a Director from General Investors' Group.
5. To appoint Auditors to hold office until the next Annual General Meeting of the Company and to fix up their remuneration.
6. To transact any other business with permission of the Chair.

Mohammed Saiful Alam
Managing Director.

Notes:

- a) The Record Date is 08/03/2011.
- b) Holder(s) of the Ordinary shares of the company, whose name will appear in the Depository Register as shareholder of the company at the close of business on the Record Date, will be eligible to attend and vote at the AGM. A member entitled to attend and vote at the Meeting may appoint a Proxy in his stead. The Proxy Form, duly filled in, signed and stamped with a revenue stamp of Tk. 1000 affixed thereon must be deposited at the Registered Office of the Company not later than 48 hours before the Meeting. Any friend or children accompanying with honourable shareholder or proxy will not be allowed admission to the Meeting.
- c) The Notice together with the Annual Report, Attendance Slip, and Proxy Form is being sent to all Shareholders through Courier Service, and copies thereof have been uploaded in the company's web site 'www.s.alamgroupbd.com' for perusal, information and ready reference of all concerns.
- d) Admission to the Meeting room will strictly be on production of the Attendance Slip sent with the Notice as well as verification of signature of Member(s) that the CDBL would furnish for the purpose. Shareholders may therefore collect Proxy Form and Attendance Slip, if so required, from the Registered Office or from the web site of the company on or before 28-03-2011. No Attendance slip shall however be issued on the date of the AGM.
- e) Two Directors, one from the 'Institutional Investors' Group' and the other from the 'General Investors Group', shall be elected in the 10th AGM. Nomination paper in prescribed form (available at the Registered Office) must be submitted at the Registered Office of the Company during office hours within 15-03-2011 and withdrawal, if any, thereof may be made latest by 20-03-2011. The nomination form so submitted shall be scrutinized at 11.00 A. M. on 21-03-2011 and the list of valid candidates shall be displayed on Notice Board of the Share Department at the Registered Office of the company at 12.30 P. M the same day.
- f) For the sake of convenience, shareholders are requested to submit queries, if any, on the Directors' Report and the audited Accounts for the year ended 30th September 2010 at the Registered Office of the Company at least 3 working days before the date of the AGM.
- g) In terms of the SEC's Notification # SEC/SRML/2000-953/1950 dated 24/10/2000 read with DSE Memos # DSE-161/2008/5561 of 13/10/2008 and # DSE-161/2008/6055 of 30/10/2008, no benefit in cash or in kind by way of gift or otherwise, other than in the form of cash dividend or stock dividend, shall be paid to the holders of equity shares in the capital of the company. Therefore, neither any TA/DA nor any kind of gift shall be admissible/allowable to any shareholder for attending the AGM.
- h) The Hon'ble shareholders are requested to submit to the Company's registered office, in due course, their written option as to whether to pay off the dividend, if declared and approved in the AGM, (a) through transfer of cash dividend to the bank of the shareholder for depositing into the shareholder's account provided the shareholder will bear the applicable service charge, if any, of the shareholder's banker OR (b) through issuance of dividend warrant in the name and address of the shareholder concerned as provided in the BO account set up. In this connection, the hon'ble shareholders are also requested to make sure that the Bank Account details in their BO Account are correct.