**NOTICE OF SUBSEQUENT BOARD MEETING**

Notice is hereby given that the next meeting of the Board of Directors of the Company will be held at……….A.M. on ……….the……….of ……….20……….at the registered office of the Company (in the Conference Room……….2nd

floor, Administrative Office Bldg.) as per Agenda attached hereto.

2. Please make it convenient to attend the meeting.

Thanking you,

Yours faithfully,

For……….Co. Ltd

……….……….

Secretary

 **Agenda for the Meeting**

 (i) To grant leave of absence to Directors.

(ii) To read and confirm the minutes of the last Board meeting held on ..................

(iii) To note the report of Managing Director on the actions taken on earlier Board decisions.

(iv) To take note of resolutions passed by circulation since last Board meeting.

(v) To consider and approve the registration of transfer of shares.

(vi) To rectify agreements executed by the Managing Director on behalf of the Company since last Board meeting.

(vii) To consider payment of interim dividend.

(viii) To consider financial review by Finance Director.

(ix) To consider about the proposed contracts to be executed by the Company with the foreign parties for the supply of Company's products.

(x) Any other business with the permission of the Chair.