



GQ Ball Pen Industries Ltd.

FOR
GUARANTEED
QUALITY

331/2, Tajuddin Ahmed Road,
Bara Mogh Bazar, Dhaka-1217,
Bangladesh
Phone : 9344630-9
Fax : 880-02-8317009, 8319788
E-mail : import@gq-group.com
Factory: BSCIC Industrial Estate
Jessore,

Tel : (0421) 72191-6

Ref : HO-HIA/CAD/BSEC/2023

Date : 26.12.2023

The Chairman

Bangladesh Securities and Exchange Commission
Securities Commission Bhaban,
E-6/C Agargaon, Sher-e- Bangla Nagar Administrative Area,
Dhaka-1207.

Subject: Accept the resignation of Chief Financial Officer (CFO).

Dear Sir,

With reference to our board of directors meeting held on 26th October 2023, we are pleased to inform that the board has accepted the resignation of Mr. Md. Shahjahan Siraj, SVP & CFO with effect from 26 December, 2023. He has resigned from his position due to his personal reason.

In the said meeting board also decided to appoint Mr. Kajal Mridha, FCMA Senior Vice President (Head of Accounts) as Chief Financial Officer (CFO) Current Charge in place of Mr. Md. Shahjahan Siraj, CFO of the company.

Details contact information of Chief Financial Officer (CFO) Current Charge of the company is given below:-

Name of the Chief Financial Officer (CFO) Current Charge	Mr. Kajal Mridha, FCMA
Cell Phone No	01708-830014
Telephone No (with Extension, if any)	02-2222224630-9 Ext:113
Email	kajal.mridha@gq-group.com
Specimen Signature	

This is for your kind information.

Yours sincerely,

Uzzal Kumar Saha. LL.B, ACS
Managing Director (C.C)
GQ Ball Pen Industries Limited

Copy to –

- ✓ The Managing Director, Dhaka Stock Exchange Ltd.
- ✓ The Managing Director, Chittagong Stock Exchange Ltd.