



**COURTEVILLE BUSINESS SOLUTIONS PLC.**  
RC: 613746 *...enabling systems*

**THE COMPANIES AND ALLIED MATTERS ACT 2004  
PUBLIC COMPANY LIMITED BY SHARES  
COURTEVILLE BUSINESS SOLUTIONS PLC**

**RC NO: 613746**

**NOTICE CONVENING THE 10<sup>th</sup> ANNUAL GENERAL MEETING**


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**NOTICE** is hereby given that the 10<sup>th</sup> Annual General Meeting of Courteville Business Solutions Plc shall hold on Tuesday, 25<sup>th</sup> of August, 2015 at The Knot Centre, 1, Tobi Lawal Street, off Herbert Macaulay way, Yaba, Lagos at 11:00 am to transact the following business:-

**ORDINARY BUSINESS:-**

1. To receive and consider the Audited Financial Statements for the year ended 31<sup>st</sup> December, 2014 and the Reports of the Directors, Auditors thereon.
2. To elect/ re-elect Director(s) retiring by rotation.
3. To re-appoint the Auditors.
4. To authorize Directors to fix the remuneration of the Auditors for the ensuing year.
5. To elect members of the Audit Committee.

**BY ORDER OF THE BOARD**

  
**JACKSON, ETTI & EDU**  
Company Secretaries  
COMPANY SECRETARY

Dated this 30<sup>th</sup> day of June, 2015

**NOTES:**

**PROXY**

38, Commercial Avenue, Sabo-Yaba, Lagos.  
Tel: +234-1-4530878, 01-2910972  
[www.courtevillegroup.com](http://www.courtevillegroup.com)



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A member who is entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote in his/ her stead. A proxy need not be a member of the Company. For an appointment to be valid, a completed and duly stamped proxy form must be deposited at the office of the Registrars, EDC Registrars, 154 Ikorodu Road, Onipanu, Somolu, Lagos not less than 48 hours before the time fixed for the meeting. A blank form of proxy is attached to the Annual Report.

### **CLOSURE OF REGISTER**

For the purpose of payment of dividends the register of members shall close on 10<sup>th</sup> August 2015.

### **AUDIT COMMITTEE**

In accordance with section 359(5) of the Companies and Allied Matters Act, Cap C20, Laws of the Federation of Nigeria, 2004, any member may nominate a shareholder as a member of the Audit Committee by giving notice in writing of such nomination to the Company Secretary, Jackson, Etti & Edu of 3-5 Sinari Daranijo Street, off Ajose Adeogun Street, Victoria Island, Lagos at least 21 (Twenty-One) days before the Annual General Meeting. The Security and Exchange Commission's Code of Corporate Governance has indicated that members of the Audit Committee should have basic financial literacy and be able to read financial statements. We would therefore request that nominations be accompanied with a copy of the nominee's Curriculum Vitae.

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PROXY FORM

Annual General Meeting to be held at 11.00 am on Tuesday, 25<sup>th</sup> of August, 2015 at The Knot Centre, 1, Tobi Lawal Street, off Herbert Macaulay way, Yaba, Lagos.

I/We\* \_\_\_\_\_ of \_\_\_\_\_, being a member/members of Courteville Business Solutions Plc hereby appoint\*\* \_\_\_\_\_ or failing him/her, the Chairman of the meeting as my/our proxy to vote for me/us on my/our behalf at the Annual General Meeting of the Company to be held on Tuesday 25<sup>th</sup> August 2015, and at any adjournment thereof.

Signed this \_\_\_\_ day of \_\_\_\_\_ 2015.

Signature \_\_\_\_\_

NUMBER OF SHARES RESOLUTIONS

1. To receive and consider the Audited Financial Statements for the year ended 31<sup>st</sup> December, 2014 and the Reports of the Directors, Auditors thereon.
2. To elect/re-elect Director(s) retiring by rotation.
3. To re-appoint the Auditors.
4. To authorize Directors to fix the remuneration of the Auditors for the ensuing year.
5. To elect members of the Audit Committee.

Please, indicate with "X" in the appropriate box who you wish your votes to be cast on the resolutions set out above. Unless otherwise instructed, the proxy will vote or abstain from voting at his/her discretion.

NOTE

A member who is unable to attend an Annual General meeting is allowed by law to vote by proxy. A proxy form has been prepared to enable you exercise your right in case you cannot personally attend the meeting. The proxy form should not be completed if the member is attending the meeting.

If you are unable to attend, read the following instructions very carefully:

- (a.) Write your name in BLOCK CAPITALS on the proxy form where marked\*
- (b.) Write your name of your proxy where marked\*\*, and ensure the proxy form is dated and signed by you.
- (c.) The Common Seal should be affixed on the proxy form if executed by a corporation.
- (d.) The proxy form must be posted so as to reach the address shown overleaf not later than 48 hours before the time for holding the meeting.

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*Before posting the above proxy form, please tear off this part and retain it for admission to the meeting*

ADMISSION CARD

**Courteville Business Solutions Plc**

Annual General Meeting to be held at 11.00 am on Tuesday, August 25, 2015 at Banilux Events Place, 2/8 Chapel Street, Off Commercial Avenue, Sabo, Yabo, Lagos.

Name of Shareholder:

Signature of person attending:

NOTE

The admission card must be produced by the shareholder or his/ her proxy in order to be admitted at the meeting. Shareholders or the proxies are requested to sign the admission card at the entrance in the presence of the Registrar on the day of Annual General Meeting.

**JACKSON ETTI & EDU**  
Company Secretary