



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 11TH ANNUAL GENERAL MEETING

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NOTICE is hereby given that the 11th Annual General Meeting of Courteville Business Solutions PLC shall hold on Tuesday, 10th May 2016 at **The Main Auditorium University of Lagos, Akoka, Lagos** by 11 am to transact the businesses shown on the Agenda below:

Ordinary Business:

- a. To receive and consider the Financial Statements for the year ended 31st December, 2015 the Director's Report and the Auditor's report thereon.
- b. To re- elect/approve the appointment of Director(s) retiring by rotation.
- c. To authorize Directors to fix remuneration of the auditors for the ensuing year.
- d. To elect Audit Committee members.

BY ORDER OF THE BOARD

**JACKSON, ETTI & EDU
COMPANY SECRETARY**

Dated this 14th day of March 2016

38, Commercial Avenue, Sabo - Yaba, Lagos.
Tel: +234-1-4530878, 01-2910972
www.courtevillegroup.com

NOTES:

PROXY

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 updating the Register of Members of the Company the Register shall close on 26th of April, 2016.

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.

RIGHT OF SECURITIES' HOLDERS TO ASK QUESTIONS

Securities' Holders have the right to ask questions not only at the Meeting, but also in writing prior to the Meeting and such questions must be submitted to the Company on or before the 26th day of April, 2016.

