



COURTEVILLE BUSINESS SOLUTIONS PLC

...enabling systems

THE COMPANIES AND ALLIED MATTERS ACT 2004

PUBLIC COMPANY LIMITED BY SHARES

COURTEVILLE BUSINESS SOLUTIONS PLC

RC NO: 613746

NOTICE CONVENING THE 14th ANNUAL GENERAL MEETING

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NOTICE is hereby given that the 14th Annual General Meeting of Courteville Business Solutions Plc shall hold at 38 Commercial Avenue, Sabo, Yaba, Lagos, Lagos on Tuesday, 28th of May 2019 at 11.00 am to transact the following businesses: -

ORDINARY BUSINESS: -

1. To receive and consider the Audited Financial Statements for the year ended 31 December, 2018, the Reports of the Directors together with the Reports of the Independent Auditors and the Audit Committee thereon;
2. To elect/re-elect Directors;
3. To re-appoint External Auditor;
4. To authorize Directors to fix the remuneration of External Auditor;
5. To elect Members of the Statutory Audit Committee.

BY ORDER OF THE BOARD

JACKSON, ETTI & EDU
COMPANY SECRETARY
FRC/2013/NBA/00000003320

Dated this 1st day of April 2019

NOTES:

1. PROXY

A member entitled to attend and vote at the Annual General Meeting is entitled to appoint a proxy to attend and vote in his/ her/its stead. A proxy need not be a member of the Company. For the appointment to be valid, a completed and duly stamped proxy form must be deposited at the office of the Registrars, EDC Registrars, 23, Olusoji Idowu Street, Ilupeju, Lagos not less than 48 hours before the time fixed for the Meeting. A blank Proxy Form is attached to the Annual Report.

2. E-Dividend Mandate

Shareholders are kindly requested to update their records and advise EDC Registrars of their updated records and relevant bank accounts for the payment of their dividends. Detachable forms in respect of mandate for e-dividend payment, unclaimed/stale dividend payment and shareholder data update is attached to the Annual Report for convenience. The afore-mentioned forms can also be downloaded from the Company's website at www.courtevillegroup.com or from EDC Registrars website at www.edcregistras.com.ng. The duly completed forms should be returned to EDC Registrars, 23, Olusoji Idowu Street, Ilupeju, Lagos.

3. Closure of Register

The Register of Members of the Company will be closed on Monday 13th May 2019, for the purpose of preparing an up-to-date Register of Members.

4. Statutory 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 or shareholder may nominate another shareholder for appointment to the Audit Committee by giving written notice 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.

Kindly note that the Security and Exchange Commission's Code of Corporate Governance for public companies 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 nomination be accompanied with a copy of the nominee's Curriculum Vitae.

5. Election of Directors

i. **Mr. Olufemi Adekoya**

Mr. Olufemi Adekoya is being proposed for election as a Non-Executive Director.

ii. **Ms. Irunna Ejibe**

Ms. Irunna Ejibe is being proposed for election as a Non-Executive Director.

iii. **Mr. Ladi Sanni**

Mr. Ladi Sanni is being proposed for election as a Non-Executive Director.

The appointments of the above-mentioned Directors have been approved by the Board of Directors and would be presented for Shareholders' approval at the 14th Annual General Meeting.

The profiles of the afore-mentioned Directors are available in the Annual Report and also on the Company's website at www.courtevillegroup.com.

6. Re-election of Director

In accordance with the provisions of the Articles of Association, the only Directors due to retire by rotation is Mr. Afam Edozie. The retiring Director, being eligible, offered himself for re-election.

The profile of the Director retiring by rotation is available in the Annual Report and also on the Company's website at www.courtevillegroup.com.

7. Right of Shareholders to Ask Questions

Pursuant to Rule 19.12 (c) of the Nigerian Stock Exchange Rulebook 2015, shareholders have a 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 20th May, 2019.