

**NOTICE IS HEREBY GIVEN THAT THE 50<sup>th</sup> Annual General Meeting of Pharma-Deko Plc will be held at Palmgrove House, No. 1, Shagamu Avenue, Ilupeju, Lagos State on Wednesday, 12 November, 2020 at 12 noon to transact the following businesses:**

## **ORDINARY BUSINESS**

1. To receive the Audited Financial Statements for the year ended 31 December, 2019, together with the Reports of the Directors, Audit Committee and Independent Auditors thereon.
2. To elect/re-elect Directors
3. To re-appoint the Independent Auditors
4. To authorize the Directors to fix the remuneration of the Auditors
5. To elect members of the Audit Committee

## **NOTE:**

### **1. PROXY**

In view of COVID-19 pandemic, the restriction on mass gatherings and in line with the Guidelines issued by the Corporate Affairs Commission on holding AGMs using proxies, attendance at the AGM shall only be by proxy. Consequently, a member entitled to attend and vote at the AGM is advised to select from the underlisted proposed proxies to attend and vote in his stead;

- a) Mr. Matthew Akinlade
- b) Mr. Anthony Omojola
- c) Mrs. Bisi Bakare
- d) Mr. Nornah Awoh
- e) Mrs. Odunuga Samiat

A proxy form is attached to the Annual Report. All instruments of proxy must be completed and deposited with the Office of the Registrar of the Company, Apel Capital Registrars Limited at 8, Alhaji Bashorun Crescent, Off Norman Williams, Ikoyi, Lagos or via E-mail at [registrars@apel.com.ng](mailto:registrars@apel.com.ng) not later than 48 hours before the time fixed for the meeting. The Company has made arrangements to bear the cost of stamp duties on the instruments of proxy.

### **2. LIVE STREAMING OF THE AGM**

The AGM will be streamed live. This will enable shareholders and other stakeholders who will not be attending physically to follow the proceedings. The link for the AGM live stream would be made available at the Company's website at [www.pharmadekoplc.com](http://www.pharmadekoplc.com).

### **3. CLOSURE OF REGISTER AND TRANSFER OF BOOKS**

The Register of Members will be closed from the 26<sup>th</sup> day of October 2020 to 27<sup>th</sup> day of October 2020 both dates inclusive for the purpose of updating the Register.

### **4. AUDIT COMMITTEE**

The Audit Committee consists of 3 Shareholders and 3 Directors. In accordance with Section 359(5) of the Companies and Allied Matters Act (cap C20, Laws of the Federation of Nigeria) 2004, any member of the Company may nominate a Shareholder as a member of the Audit Committee by giving notice in writing to the Company Secretary at least 21 days before the Annual General Meeting.

### **5. UNCLAIMED DIVIDEND**

Shareholders with dividend warrants and share certificates that have remained unclaimed, or are yet to be presented for payment or returned for validation are advised to complete the e-dividend registration or contact the office of the Registrars, Apel Capital Registrars Limited, 8, Alhaji Bashorun, Off Norman Williams Street, Ikoyi or email [registrars@apel.com.ng](mailto:registrars@apel.com.ng) to confirm their dividend status.

### **6. RIGHTS OF SECURITIES' HOLDERS TO ASK QUESTIONS**

Securities' Holders 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 Secretary on or before 5 November 2020.

### **7. ELECTRONIC ANNUAL REPORT**

The soft copy of the 2019 Annual Report is on our website and sent to our shareholders who have provided their email addresses to the Registrars. Shareholders who are interested in receiving the soft copy of the 2019 Annual Report should request via email to: [registrars@apel.com.ng](mailto:registrars@apel.com.ng)

The date of this Notice is 13<sup>th</sup> October 2020.

**BY THE ORDER OF THE BOARD**



**ELVIS E. ASIA**  
FOR: UNITY TRUSTEES LIMITED  
COMPANY SECRETARY  
1, Shagamu Avenue, Ilupeju, Lagos