

TETU ABERDARE WATER & SANITATION COMPANY LIMITED



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**Chairman – Tetu Aberdare Water and Sanitation Company Limited,
All other Directors
All members/stakeholders of the Company
Auditors of the Company - Auditor General**

NOTICE OF THE NINTH (9TH ANNUAL GENERAL MEETING (AGM)

NOTICE IS HEREBY GIVEN that the **Ninth (9th)** Annual General Meeting (AGM) of **Tetu Aberdare Water and Sanitation Company Limited** will be held at the **Wamagana Catholic Hall, Nyeri County** on **Wednesday, 24th July, 2019** at **11.00 am** to transact the following business:-

AGENDA

1. Constitution of the Meeting

The Company Secretary to read the notice convening the meeting after determining if there was requisite quorum

2. Chairman's Report

To receive and adopt the Chairman's Report

3. General Manager's Report

To receive and adopt the General Manager's Report

4. Report of the Auditors and Financial Statements for the year ended 30th June, 2017 and 30th June 2018:

To receive and consider the Company's Audited Financial Statements for the year ended 30th June 2017 and 30th June 2018 together with the chairman's, directors' and auditors' reports therein.

5. Appointment and Remuneration of Auditors:

To note that the Auditor General shall continue in office as Auditors of the Company and to authorize the directors to fix their remunerations

6. Election of Directors –

- a) To note that Director Felix Matu representing Special Interest Groups retires by rotation and is not eligible for re-election.
- b) To note that Director Mrs. Kagema representing Farmers Organisations retires by rotation and is not eligible for re-election.
- c) To receive and adopt the report of the selection committee
- d) To elect directors to fill two (2) vacancies in the Board

7. Directors' Remuneration

To authorize the Board to fix the remuneration of the directors in accordance with benchmarks and guidelines in the Water Sector

SPECIAL BUSINESS – Memorandum and Articles of Association

To approve amendments to the Articles and Memorandum of Association as per the schedule submitted to the meeting

8. Any Other Business

To transact any other business of the Annual General Meeting for which notice has been received by the Company Secretary 48 hours before the Annual General Meeting in accordance with the Companies Act 2015.

BY ORDER OF THE BOARD



FCS Richard K. Gikuhi, MBA, MKIM, HSC
Company Secretary
Tetu Aberdare Water and Sanitation Company Limited
P. O. Box 1089 - 10100
NYERI

Date 3rd July, 2019

cc. The CECM Water Environment and Natural Resources - County Government of Nyeri
The County Secretary - County Government of Nyeri
The Chief Executive Officer – Tana Water Works Development Agency
The Chief Executive Officer – Water Services Regulatory Board
The General Manager - Tetu Aberdare Water and Sanitation Company Ltd

Notes:

A member entitled to attend and vote at the meeting and who is unable to attend is entitled to appoint a proxy to attend and vote on his behalf. A proxy need not be a member of the company. To be valid, the proxy form must be duly completed and signed by the member and must be received by the Company Secretary at the Company's Office situated at Company Offices, Off Nyeri - Kamakwa Road not later than 48 hours before the meeting or any adjournment thereof.

If the appointer is a corporation or a Government Office, the instrument appointing the proxy shall be given under its common seal or under the hand of an officer or duly authorized attorney of such Corporation or Government Office.

ATTACHMENTS

1. Proxy Form
2. Copy of the Audited Financial Statements for the year ended 30th June, 2017 and 30th June 2018 with the Directors' and Auditors' reports therein.