

Home Afrika Limited | 5<sup>th</sup> Floor, Morningside Office Park | Ngong' Road, P.O. Box 6254 – 00100, Nairobi. Tel: +254 (0) 20 272000 info@homeafrika.com |www.homeafrika.com

# NOTICE OF THE ANNUAL GENERAL MEETING

**Notice is hereby given** that the Annual General Meeting of the Shareholders of Home Afrika Limited will be held virtually on Thursday, 29<sup>th</sup> June 2023 at 10.00 am to transact the following business:

#### AGENDA

#### **ORDINARY BUSINESS**

#### 1. Constitution of the Meeting

To read the notice convening the meeting and determine if a quorum is present.

### 2. Confirmation of the Minutes

To confirm the Minutes of the previous Annual General Meeting held on 30<sup>th</sup> June 2022.

# 3. Financial Statement for the Year ended 31<sup>st</sup> December 2022

To receive, consider and if thought fit, adopt the Audited Consolidated Financial Statements for the year ended 31<sup>st</sup> December 2022 together with the Directors' and Auditors reports thereon.

### 4. Dividend

To note that the Directors do not recommend the payment of a dividend for the year ended 31<sup>st</sup> December 2022.

# 5. Election of Directors

- a) In accordance with Articles 92 and 93 of the Company's Articles of Association, the following Directors are due for retirement by rotation and being eligible, individually offer themselves for re-election:
  - i. Mr. Peter Mungai
  - ii. Mr. Luke Kinoti
  - iii. Mr. Mbugua Gecaga
- b) In accordance with Article 115 of the Company's Articles of Association, the following Director having been appointed a directors on the Board to hold office until the conclusion of the next Annual General Meeting, retire and being eligible, individually offer themselves for election:
  - i. Mr. Antony Mbandi
  - ii. Ms. Catherine Wahome
- c) In accordance with the provisions of Section 769 of the Companies Act 2015, the following directors, being members of the Board Audit, Risk and Compliance Committee be elected to continue to serve as members of the said Committee:
  - i. Mr. Luke Kinoti (Chairperson)



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- ii. Ms. Frida Owinga
- iii. Mr. Antony Mbandi

### 6. Remuneration of Directors

To receive, consider and if thought fit, approve the Directors' Remuneration Report for the year ended 31<sup>st</sup> December 2022 and to authorize the Board to fix the remuneration of the Directors.

### 7. Appointment and Remuneration of Auditors

To appoint Messrs. GMK Accountants LLP as auditors of the Company, having expressed their willingness in accordance with the provisions of Section 721(2) and 724 of the Companies Act 2015 and to authorize the Board to fix their remuneration for the ensuing financial year.

### 8. Any Other Business

To transact any other business that may legally be transacted at an annual general meeting, of which due notice has been received.

By Order of the Board

**Ben Munyasia** 

Company Secretary

Notes:

*{Instructions to use the virtual AGM System}* 



#### Notes

- 1. In accordance with Section 298(1) of the Companies Act, shareholders entitled to attend and vote at the AGM are entitled to appoint a proxy to attend and vote on their behalf. A proxy need not be a member of the Company and will need to have access to a mobile phone. A proxy form must be signed by the appointor or his attorney duly authorized in writing. If the appointer is a body corporate, 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 body corporate. A completed form of proxy should be emailed to info@homeafrika.com or delivered to Custodial & Investor Services, Cooperative Bank Registrar, KUSCCO Centre, Kilimanjaro Avenue-Upper Hill, so as to be received not later than Tuesday, 27<sup>th</sup> June 2023 at 10.00 a.m. When nominating a proxy, the ID/Passport No, email and mobile number of the proxy must be submitted to facilitate registration. Any proxy registration that is rejected will be communicated to the Shareholder concerned no later than Tuesday, 27<sup>th</sup> June 2023 to allow time to address any issues.
- Registration for the AGM opens on Thursday, 8<sup>th</sup> June 2023 at 10:00 a.m. and will close on Wednesday, 28<sup>th</sup> June 2023 at 12:00 noon. Shareholders will not be able to register after Wednesday, 28<sup>th</sup> June 2023at 12:00 noon.
- For assistance, shareholders should dial the following helpline number: +254 716 80 20 70 or + 254 769 279 175 from 9:00 a.m. to 3:00 p.m. during the registration open period. Any shareholder outside Kenya should dial the helpline number or email <u>info@homeafrika.com</u> to be assisted to register.
- 4. Duly registered Shareholders and Proxies wishing to participate in the meeting should register for the AGM online at <u>https://us06web.zoom.us/webinar/register/WN\_PfOTOEDHT76yDzi1ZQlvfA</u> or vote via USSD using short code number Send a SMS "REG" to 23071 and following the various prompts regarding the registration process. In order to complete the registration process, shareholders will need to have their Share Account Number or CDSC Account Number and the ID/Passport Number which were used to purchase their shares.
- 5. The Virtual AGM will be accessible to Shareholders and Proxies who have duly registered and received the log-in credentials. Duly registered Shareholders and Proxies will receive a short message service (SMS) prompt on their registered mobile numbers, 24 hours prior to the AGM acting as a reminder of the AGM. A second SMS prompt shall be sent 2 hours ahead of the AGM, reminding duly registered Shareholders and proxies that the AGM will begin in 2 hours' time.

Directors: Peter Mungai (Chairman), Jayne Nyokabi (Managing Director), Mbugua Gecaga, Luke Kinoti, Bertha Mvati, Frida Owinga, Antony Mbandi & Catherine Wahome



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- 6. Duly registered Shareholders and Proxies can access the Virtual AGM using their log in credentials via <u>https://us06web.zoom.us/webinar/register/WN\_PfOTOEDHT76yDzi1ZQlvfA\_</u> to view the livestream and vote and submit questions. Shareholders without internet access can vote and via a short code, Send a SMS "REG" to 23071 and submit their questions by sending a short message service (SMS) to +254 0716 80 20 70
- 7. Shareholders wishing to raise any questions or clarifications regarding the AGM may do so by:

# (a) During the AGM

- i) Shareholders accessing Virtual AGM via the zoom webinar link <u>https://us06web.zoom.us/webinar/register/WN\_PfOTOEDHT76yDzi1ZQlvfA</u>; click on the link and it will take you to registration. Fill in the required information. (full names, ID/Passport Number, Shares Account Number/CDSC Account Number)
- ii) Share Holder who want to ask a question, type their question on the chat box, send their written questions by email to <u>info@homeafrika.com</u> or send a short message service (SMS) to +254 0716 80 20 70

#### (b) Prior to AGM

- i) Shareholders can register prior the AGM via the zoom webinar link <u>https://us06web.zoom.us/webinar/register/WN\_PfOTOEDHT76yDzi1ZQIvfA</u>; click on the link and it will take you to registration. Fill in the required information. (full names, ID/Passport Number, Shares Account Number/CDSC Account Number)
- ii) Sending their written questions by email to <u>info@homeafrika.com</u> or send a short message service (SMS) to +254 0716 80 20 70 or
- iii) To the extent possible, physically delivering their written questions with a return physical address or email address to the offices of Custodial & Investor Services, Co-operative Bank Registrar, KUSCCO Centre, Kilimanjaro Avenue-Upper Hill
  - Shareholders must provide their full details (full names, ID/Passport Number, Shares Account Number/CDSC Account Number) when submitting their questions and clarifications by email or delivery.
  - All questions and clarification must reach the Company on or before **Wednesday, 28**<sup>th</sup> June 2023 at 10:00 a.m.



- 8. Shareholders wishing to vote during the AGM:
  - i. The shareholders in the meeting will be instructed on when to start voting. The voting icon will appear and vote for each resolution at a time
  - ii. Shareholder can also vote via a short code, **Send a SMS "REG" to 23071** follow the various prompts regarding the voting process.
- 9. In accordance with Section 283(3) of the Companies Act, a copy of this notice and agenda, the proxy form, the Annual Report and Audited Financial Statements for the year ended 31<sup>st</sup> December 2022, the minutes of the previous AGM held on 30th September 2021 and the profiles of the new directors to be elected may be viewed on or downloaded from the Company's website at www.homeafrika.com
- 10. Results of the AGM voting shall be published on the Company's website within 24 hours following the conclusion of the AGM.

Shareholders are continuously encouraged to monitor the Company's website <u>www.homeafrika.com</u> for updates relating to the AGM.