

# NIGERIAN AVIATION HANDLINGCOMPANY PLC (nahco aviance)

Member of







## NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the 37<sup>th</sup> Annual General Meeting of NIGERIAN AVIATION HANDLING COMPANY PLC (nahco aviance) will hold at Lagos/Osun Hall, Transcorp Hilton Hotel Abuja, Aguiyi Ironsi Street, Abuja FCT, Nigeria on Friday 20th July, 2018 at 11:00a.m to transact the following businesses:

#### **ORDINARY BUSINESS**

- 1. To lay the Audited Financial Statements for the year ended 31 December 2017 together with the reports of the Directors, External Auditors and Audit Committee thereon.
- 2. To declare a dividend.
- 3. To elect/re-elect Directors.
- 4. To authorize the Directors to fix the remuneration of the External Auditors.
- 5. To elect members of the Audit Committee.

#### **SPECIAL BUSINESS**

To consider and if thought fit, pass the following as ordinary resolutions:

- 6. To fix the remuneration of the Directors.
- 7. "THAT it be and is hereby approved that a copy of the Audited Financial Statements together with the reports of the Directors, External Auditors and Audit Committee thereon and every other document required by law to be annexed thereto, as well as notices and circulars shall either be in printed or compact disk or other electronic format and be sent to every member of the Company, every debenture holder of whose address the Company is aware and other persons entitled to them by law and be published on the company's website at least 21 days before the meeting at which the same are to be laid before the members of the Company".

#### **NOTES:**

#### 1.PROXY

A member of the Company entitled to attend and vote at the Annual General Meeting is entitled to appoint a proxy to attend and vote in his stead. A proxy need not be a member of the Company. A proxy form is attached to this Annual Report. For the instrument of proxy to be valid for the purpose of the meeting it must be completed, duly stamped by the Commissioner of Stamp Duties in accordance with the Stamp Duties Act (Cap S8 Laws of the Federation of Nigeria 2004) and deposited at the office of the Registrar of the Company, CardinalStone Registrars Limited located at 358, Herbert Macaulay Way, Yaba, Lagos, not later than 48 hours before the time for holding the meeting.

#### 2. **DIVIDEND WARRANT**

If the dividend recommended by the Directors is approved by members at the Annual General Meeting, the dividend warrants will be posted on the 20<sup>th</sup> day of July 2018, to members whose names appear in the Register of members at the close of business on 2nd day of July 2018

## 3. CLOSURE OF REGISTER

The Register of Members and Transfer Books of the Company will be closed from 3rd July 2018 to 5th July 2018 (both dates inclusive) for the purpose of payment of dividend.

### 4. 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 at least 21 days before the Annual General Meeting. The Securities & Exchange Commission's Code of Corporate Governance for Public Companies has indicated that members of the Audit Committee should have basic financial literacy and should be able to read financial statements. We therefore request that nominations be accompanied by a copy of the nominee's curriculum vitae.

### 5. UNCLAIMED DIVIDEND

Shareholders are hereby informed that a number of share certificates and dividend warrants have been returned to the Registrars as "unclaimed". Any member affected by this notice is advised to contact the company's Registrars, CardinalStone Registrars Limited located at 358, Herbert Macaulay Way, Yaba, Lagos Tel: +23417120090, Fax: +234 (1)7100444, info@cardinalstoneregistrars.com. The list of unclaimed dividends can be accessed via the Company's website: <a href="https://www.nahcoaviance.com">www.nahcoaviance.com</a>

## 6. **E-DIVIDEND**

Notice is hereby given to all shareholders to open bank accounts, stock broking accounts and CSCS accounts for the purpose of dividend payment. Detachable application forms for edividend are attached to the Annual Report to enable shareholders furnish particulars of their accounts to the Registrars as soon as possible.

## 7. RIGHT TO ASK QUESTIONS

In line with Rule 19.12, The Rule Book of The Exchange, 2015, Part II, Issuers' Rules, shareholders of the Company have the right to ask questions not only at the Annual General Meeting but also in writing prior to the meeting. Such questions should be submitted to the Company Secretary at least 14 days before the Annual General Meeting at Nahco aviance House, Murtala Mohammed International Airport, Ikeja – Lagos, Nigeria or by email at info@nahcoaviance.com.

## 8. ELECTION/RE-ELECTION OF DIRECTORS

In accordance with Article 85 of the company's Articles of Association Mr. Idris Yakubu having been appointed since the last Annual General Meeting and being eligible offer himself for election. Also in accordance with Articles 107-109 of the Articles of Association and provisions of the Companies and Allied Matters Act, CAP 20, LFN, 2004, Mr. Denis Hasdenteufel and Mr. Christopher Oshiafi are the Directors retiring by rotation and being eligible offer themselves for re-election. The profiles of the Directors for election/re-election are contained in the 2017 Annual Report and can also be accessed via the company's website: www.nahcoaviance.com.

BY ORDER OF THE BOARD

Dated this 28<sup>th</sup> of March, 2018



Bello A. Abdullahi FRC/2013/NBA/00000002301 Dikko & Mahmoud Solicitors Company Secretary