NOTICE OF 54TH ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the 54<sup>th</sup> Annual General Meeting of Prestige Assurance Plc will be held on Thursday, 8<sup>th</sup> August 2024 at 11 am prompt, at the AGIP RECITAL HALL, MUSON CENTRE,

No. 8/9 Marina, Onikan, Lagos State, to transact the following businesses:

**ORDINARY BUSINESS** 

1. To lay the Audited Financial Statements for the year ended 31st December 2023, together

with the Reports of the Directors, Auditors, and the Audit Committee thereon.

2. To declare a dividend.

3. To appoint Deloitte and Touche as the External Auditors of the Company.

4. To authorize the Directors to fix the remuneration of the Auditors.

5. To disclose the remuneration of Managers of the Company.

6. To elect members of the Statutory Audit Committee.

**SPECIAL BUSINESS:** 

To consider and if thought fit, pass the following as an Ordinary Resolution:

7. To approve the remuneration of Non-Executive Directors for the year ending 31st

December 2024.

Dated this 16th day of May 2024.

By Order of the Board.

MRS CHIDINMA IBE-LOUIS

Company Secretary

FRC/2021/PRO/ICSAN/002/00000023803

#### **NOTES**

### 1. PROXY

A member entitled to attend and vote at the Annual General Meeting is also entitled to appoint a proxy to attend and vote in his/her stead. A proxy need not be a member of the Company. A copy of the Proxy Form and other information relating to the meeting can be found on the Company's website at: <a href="www.prestigeassuranceplc.com">www.prestigeassuranceplc.com</a>. To be a valid instrument, the proxy form must be completed and duly stamped by the Commissioner of Stamp Duties and returned to the Registrar, First Registrar and Investor Services Limited, No. 2, Abebe Village Road, Iganmu, Lagos, Nigeria, or by email to <a href="mailto:info@firstregistrarsnigeria.com">info@firstregistrarsnigeria.com</a> not less than 48 hours before the time fixed for the meeting. The Company has made arrangements, at its cost, for the stamping of the duly completed and signed proxy forms submitted to the Company's Registrars within the stipulated time.

#### 2. CLOSURE OF REGISTER AND TRANSFER BOOKS

The Register of Members and Transfer books will be closed from from 31st July 2024 to 2nd August 2024 both days inclusive for the purpose of updating the Register of Members.

#### 3. **DIVIDEND PAYMENT**

If the dividend recommended by the Directors is approved by members at the Annual General Meeting, payment would be made on Friday, 9<sup>th</sup> August, 2024 to Shareholders whose names appeared in the Register of Members at the close of business on Tuesday 30<sup>th</sup> July, 2024. In line with the directives of the Securities and Exchange Commission to pay dividends electronically by direct credit to the bank accounts of shareholders, the dividend would be paid accordingly.

# 4. UNCLAIMED DIVIDEND

Shareholders are hereby informed that several dividends remain unclaimed. Some dividend warrants have not been presented to the bank for payment or to the Registrar for revalidation. A list of such members has been circulated with the Annual Report. It can also be accessed from the Company's website at <a href="https://www.prestigeassuranceplc.com">www.prestigeassuranceplc.com</a>

Affected members are advised to contact the Registrars during normal working hours at First Registrars & Investor Services Limited, No. 2, Abebe Village Road, Iganmu, Lagos to resolve any issue they may have with claiming their dividends.

# 5. **E-DIVIDEND**

Shareholders who are yet to complete the e-dividend registration are advised to download the Registrar's E-Dividend Mandate Activation Form, which is also available on their website: <a href="www.firstregistrarsnigeria.com">www.firstregistrarsnigeria.com</a>, complete and submit to the Registrar or their respective Banks. Detachable forms in respect of mandate for e-dividend payment, unclaimed dividend/stale warrants and shareholder's data update are attached to the Annual Report for convenience. The aforementioned forms can also be downloaded from the Company's website at <a href="www.prestigeassuranceplc.com">www.prestigeassuranceplc.com</a>

This is to enable shareholders furnish particulars of their accounts to the Registrars as soon as possible. All mandates and records update should be deposited at First Registrars & Investor Services Limited, No. 2, Abebe Village Road, Iganmu, Lagos or via email at <a href="mailto:info@firstregistrarsnigeria.com">info@firstregistrarsnigeria.com</a>

#### 6. ELECTRONIC VERSION OF THE ANNUAL REPORT AND ACCOUNTS

The electronic version (e-copy) of the 2023 Annual Report and Accounts will be available at <a href="www.prestigeassuranceplc.com">www.prestigeassuranceplc.com</a>. Shareholders who have provided their email details to the Registrar will receive the electronic version of the Annual Report via email. Additionally, Shareholders who are interested in receiving the electronic version of the Annual Report may request via e-mail to info@firstregistrarsnigeria.com

# 7. LIVE STREAMING OF THE AGM

The Annual General Meeting will be streamed live via the Company's website. The link for the live streaming will be made available on the Company's website at <a href="https://www.prestigeassuranceplc.com">www.prestigeassuranceplc.com</a> to enable Shareholders and other relevant Stakeholders who will not be attending the meeting physically to also be part of the proceedings.

# 8. AUDIT COMMITTEE

In accordance with Section 404(6) of the Companies and Allied Matters Act (CAMA) 2020, any shareholder may nominate another shareholder for appointment to the Audit Committee. Such nomination should be in writing and should reach the Company Secretary not less than twenty-one (21) days before the date of the Annual General Meeting.

Section 404(5) of CAMA 2020 has mandated that all members must be literate and at least a member should be financially literate and able to read and interpret financial statements.

The Corporate Governance guidelines issued by the Securities and Exchange Commission stipulate that members of the Audit Committee should have basic financial literacy and should be able to read financial statements.

# 9. RIGHT OF SECURITY HOLDERS TO ASK QUESTIONS

Pursuant to Rule 19.12(c) of the Rulebook of The Exchange, 2015 (Issuer's Rules), Shareholders and other holders of the Company's securities have the right to ask questions not only at the meeting, but also in writing prior to and after the meeting on any item contained in the Annual Report and Accounts.