



RC: 36985

**CAPITAL HOTELS PLC**

(Owners of Sheraton Abuja Hotel)



## **NOTICE OF ANNUAL GENERAL MEETING**

NOTICE IS HEREBY GIVEN that the 39th Annual General Meeting of Capital Hotels Plc. will be held at 12.00 noon on Wednesday, 27 May, 2020 at Sheraton Abuja Hotel, Abuja for the following purposes:

### **ORDINARY BUSINESS:**

1. To receive and consider the Audited Financial Statements for the year ended 31 December, 2019 and the report of the Directors, Auditors and Audit Committee thereon;
2. To declare a dividend
3. To re-elect Directors;
4. To elect members of the Audit Committee;
5. To authorize the Directors to fix the remuneration of the Auditors.

### **Notes**

#### **1. Proxies:**

A member entitled to attend and vote at this meeting is entitled to appoint a proxy or proxies to attend and vote instead of him. A proxy need not be a member of the Company. The Proxy Form must be stamped by the Commissioner for Stamp Duties. Valid Proxy Forms must be lodged with the Registrars not later than 48 hours before the time fixed for the meeting.

#### **2. Proposed Dividend:**

A final dividend of 5k per share, subject to appropriate withholding tax and approval will be paid to shareholders whose names appear in the Register of Members as at the close of business on Friday 17 April 2020

### **Dividend Payment Date**

On the 03 June 2020, dividends will be paid electronically to shareholders whose names appear on the Register of Members as at Friday 17 April, 2020, and who have completed the e-dividend registration and mandated the Registrar to pay their dividends directly into their Bank Accounts.

### **e-Dividend Registration**

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 [Cardinalstone-e-dividend-Mandate-Form.html](#), complete and submit to the Registrar or their respective banks.

### **Unclaimed Dividend Warrants and Share Certificates**

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 Registrar.

80 Annual Report & Accounts 2019

### **3. Audit Committee:**

In accordance with Section 359(5) of the Companies and Allied Matters Act (CAMA) Cap C20 LFN 2004, any member may nominate a shareholder as a member of the Audit Committee by giving notice in writing of such nomination to the Secretary of the Company at least 21 days before the date of the Annual General Meeting.

### **4. Closure of Register:**

The Register of Shareholders will be closed from Monday 20 April 2020 to Friday 24 April, 2020, both days inclusive.

#### **5. 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 on or before 23rd day of May, 2020.

#### **6. Website**

A copy of this Notice and other information relating to the meeting can be found on the Company's website at [www.capitalhotelsng.org](http://www.capitalhotelsng.org)

**BY ORDER OF THE BOARD**



**Alex Ugwuanyi**

**FRC/2017/NBA/00000016473**

**For Ifebunandu & Co.**

**Company Secretary**

**11<sup>th</sup> March, 2020.**