

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Fifty-Ninth Annual General Meeting of FAN MILK LIMITED will be held virtually and streamed live on <https://www.fmlagm.com> from the Fan Milk Limited Factory No.1 Dadeban Road, North Industrial Area, Accra on Friday, August 21, 2020 at 11.00 GMT to transact the following business:

Agenda:

1. To receive the Report of the Directors, the Financial Statements as at December 31, 2019 and the Report of the Independent Auditors thereon.
2. To re-elect as a Director, Dr. Charles Mensa.
3. To fix the remuneration of the Directors.
4. To authorize the Directors to fix the remuneration of the Auditors.
5. To consider and if deemed fit pass the following Special Resolutions:
 - i. To change of the Company's name from Fan Milk Limited to Fan Milk PLC, in accordance with Section 21 (15) of the Companies Act 2019, Act 992.
 - ii. To authorize the Directors to effect changes in the Company's Regulations/Constitution to make it compliant with the new Companies Act 2019 (Act 992).
 - iii. To amend the Company's Regulations/Constitution to accommodate the holding of Annual General Meetings by electronic or virtual means where the Directors deem it necessary to do so.

Dated this 27th day of July 2020

By Order of the Board

Lennap & Company
Company Secretary

Notes:

- i. In compliance with the current restrictions on public gatherings in force pursuant to the imposition of Restrictions Act, 2020 (Act 1012) and consequent Regulatory Directives, attendance and participation by all members and/or their proxies in this year's Annual General Meeting of the Company shall be strictly virtual (i.e. by online participation)
- ii. A member entitled to attend and vote at the Annual General Meeting may appoint a proxy to attend (via online participation) and vote on his/her behalf. Such a proxy need not be a member of the Company.
- iii. The appointment of a proxy will not prevent a member from subsequently attending and voting at the meeting (via online participation). Where a member attends the meeting in person (participates online), the proxy appointment shall be deemed to be revoked.
- iv. A copy of the Form of Proxy can be downloaded from <https://www.fmlagm.com> and may be filled and sent via email to: registrars@nthc.com.gh or deposited at the registered office of the Registrar of the Company, **NTHC, MARTCO HOUSE, D542/4, Okai Mensah Link, Off Kwame Nkrumah Avenue, Adabraka, Accra** and **Postal address as P. O. Box, KIA 9563, Accra** to arrive no later than 48 hours before the appointed time for the meeting.
- v. The 2019 Audited Financial Statements can be viewed by visiting <https://www.fmlagm.com>.

Accessing and Voting at the Virtual AGM

- vi. A unique token number will be sent to shareholders by email and/or SMS from 11th August, 2020 to give them access to the meeting. Shareholders who do not receive this token can contact **KEN MATE-KOLE** or registrars@nthc.com.gh or call **0593105735** any time after 11th August, 2020 but before the date of the AGM to be sent the unique token.
- vii. To gain access to the Virtual AGM, shareholders must visit <https://www.fmlagm.com> and input their unique token number on 21st August, 2020. Access to the meeting will start from 10:00am. For shareholders who do not submit proxy forms to the Registrar of the company prior to the meeting, they may vote electronically during the virtual AGM using their unique token number. Further assistance on accessing the meeting and voting electronically can be found on <https://www.fmlagm.com>

For further information, please contact the Registrar

NTHC, MARTCO HOUSE,

D542/4, Okai Mensah Link,

Off Kwame Nkrumah Avenue, Adabraka, Accra