



# EMBE WATER AND SANITATION COMPANY LIMITED

P.O. Box 195 – 60104 SIAKAGO

Tel: 068-21001,

Email embewater@yahoo.com

All Correspondence to be addressed to:

The **CHIEF EXECUTIVE OFFICER**

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**The Chairman, Embe Water and Sanitation Company Ltd  
Members/Stakeholders of the Company  
All Directors  
Auditors of the Company – Auditor General**

## **NOTICE OF THE EIGHTH (8<sup>TH</sup>) ANNUAL GENERAL MEETING (AGM)**

**NOTICE IS HEREBY GIVEN THAT** the Eighth (8<sup>th</sup>) Annual General Meeting (AGM) of Embe Water and Sanitation Company Limited will be held on **Friday, 28<sup>th</sup> October, 2022** at the **Eastern Hotel, Siakago** starting at **11.00 am** to transact the following business:

### **AGENDA**

**1. Constitution of the Meeting**

The Company Secretary to read the notice convening the meeting after determining that there was the requisite quorum.

**2. Chairman's Report**

To receive the Chairman's Report

**3. Managing Director's Report**

To receive the Managing Director's Report

**4. Adoption of the Chairman's and the Managing Director's Reports**

To adopt the Chairman's and the Managing Director's Reports

**5. Report of the Auditors and Financial Statements for the years ended 30<sup>th</sup> June 2018, 30<sup>th</sup> June 2019, 30<sup>th</sup> June 2020 and 30<sup>th</sup> June 2021**

To receive the Audited Financial Statements with the Directors' and Auditors' reports thereon for the years ended 30<sup>th</sup> June 2018, 30<sup>th</sup> June 2019, 30<sup>th</sup> June 2020 and 30<sup>th</sup> June 2021

**6. Appointment and Remuneration of Auditors**

To note that the Auditor General shall continue in office as Auditors of the Company and to authorize the directors to fix their remunerations

**7. Election of Directors**

a) To note that;

- i) Director Christopher Ileri Gitabari representing Resident Organizations retires by rotation and is not eligible for re-election

- ii) Director Genesio Njuki Njiru representing Religious Institutions retires by rotation and is not eligible for re-election
- b) Receive and adopt the report of the Selection Committee
- c) To elect directors to fill the two vacancies in the Board – Resident Organizations and Religious Institutions

## 8. Remuneration of Directors

To authorise the Board to fix the remuneration of Directors in accordance with the benchmarks and guidelines in the Water Sector

## 9. Any other business

To transact any other business of the Annual General Meeting for which notice has been received by the Company Secretary 48 hours before the time set for the Annual General Meeting in accordance with the Companies Act 2015.

By order of the Board



**FCS. Richard K. Gikuhi, MBA, MKIM, HSC**  
**Company Secretary**  
**Embe Water and Sanitation Company Limited**  
**P.O. Box 195 – 60104**  
**SIKAKAGO**

**Date: 1<sup>st</sup> October, 2022**

<b>CC. County Secretary</b>	<b>- County Government of Embu</b>
<b>Chief Executive Officer</b>	<b>- Water Services Regulatory Board</b>
<b>Chief Executive Officer</b>	<b>- Tana Water Works Development Agency</b>
<b>Managing Director</b>	<b>- Embe Water and Sanitation Company Limited</b>

### NOTES

A member entitled to attend and vote at the meeting and who is unable to attend is entitled to appoint a proxy to attend and vote on his or her behalf. A proxy need not be a member of the Company. To be valid, a form of proxy must be duly completed by the member and lodged with the Company Secretary at the Company's Offices 24 hours before the time of the meeting failing which it will be invalid.

In the case of a corporation, the proxy must be under its common seal or signed by an officer or duly authorized attorney of the corporation. Form of proxy is herewith attached

### ATTACHMENTS

1. Proxy Form



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## FORM OF PROXY

I/We -----of -----  
 -----being member/members of  
 the above-named company hereby appoint-----of -----  
 or failing him, -----  
 of ----- as my/our proxy to vote for me/us on my/our  
 behalf at the adjourned Annual/~~Extraordinary~~ General Meeting of the company to be held  
 on the **28<sup>th</sup> October, 2022** and at any adjournment thereof.

Signed this -----day of ----- 2022