



# 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 TENTH (10<sup>TH</sup>) ANNUAL GENERAL MEETING (AGM)**

**NOTICE IS HEREBY GIVEN THAT** the Tenth (10<sup>th</sup>) Annual General Meeting (AGM) of Embe Water and Sanitation Company Limited will be held on **Friday, 8<sup>th</sup> November, 2024** at the **Hotel Eastern, 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 Managing Director's Reports**

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

**5. Report of the Auditors and Financial Statements for the year ended 30<sup>th</sup> June 2023**

To receive and consider the Audited Financial Statements with the Directors' and Auditors' reports thereon for the year ended 30<sup>th</sup> June 2023

**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 remuneration in accordance with the provisions of Section 724 (1) of the Companies Act 2015

## **7. Cessation/Retirement/Appointment and Election of Directors**

### **a) Cessation**

- i. To note the cessation of Director Maureen Mukami Muriithi who represented the County Government of Embu
- ii. To note the cessation of Director Paul N. Thiga who represented the County Government of Embu

### **b) Retirement**

To note that Director Jackson Kinyua Njana representing Educational Institutions – Primary Schools retires by rotation and may offer himself for re-election

### **c) Appointment and Election of Directors**

- i. To elect Ms. Grace Wanja Muriithi, Chief Officer in charge of Water, as a director having been appointed by the County Government of Embu
- ii. To elect FCPA Damiano Muthee, Chief Officer in charge of Finance, as a director having been appointed by the County Government of Embu
- iii. To receive and adopt the report of the Selection Committee
- iv. To elect a director to fill the vacancy in the Board

## **8. Directors' Remuneration**

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

## **9. Any other business**

To transact any other business of the Annual General Meeting for which written 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**

**SIKAGO**

**Date: 15<sup>th</sup> October, 2024**

<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>General Manager</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 ..... being a member/members of Embe Water and Sanitation Company Limited hereby appoint ..... of (Address) ..... or failing him/her, ..... of (Address) ..... and failing him the Chairman of the meeting to be my/our proxy, to vote for me/us and on my/our behalf at the Annual General Meeting of the Company to be held on the **8<sup>th</sup> November, 2024** and at any adjournment thereof.

Signed this -----day of ----- 2024