

**PETRA MICROFINANCE BANK PLC.**  
**RC 732283**

**NOTICE OF ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** that the **11TH ANNUAL GENERAL MEETING** of **PETRA MICROFINANCE BANK PLC** will be held at the Pastor's Conference Room of St. Dominic Catholic Church, no. 356 Herbert Macaulay Way, Yaba, Lagos State **on TUESDAY, 10th NOVEMBER, 2020 at 10.30 am prompt, attendance by proxy**, to transact the following business:

**AGENDA:**

**ORDINARY BUSINESS:**

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

1. To receive the audited Accounts for the year ended 31st December, 2019 together with the reports of the Directors, Auditors, and the Audit Committee thereon.
2. To re-elect retiring Directors of the Company.
3. To appoint Auditors of the Company.
4. To authorize Directors to fix the remuneration of the Auditors.
5. To elect members of the Audit Committee for the ensuing year.

**NOTE**

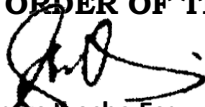
**PROXY.**

A member of the Company entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote in his / her stead. A proxy form is supplied with the notice. Executed proxy forms should be deposited at the Registered Office of the Company at **No. 18, Montgomery Road, Yaba, Lagos State** not later than **48 hours** before the meeting. A proxy need not be a member of the company.

Audited accounts for the year ended 31st December, 2019 may be inspected at the Registered Office of the company between the hours of **9.00 am and 3.00 pm from 2ND to 6TH November, 2020** (both dates inclusive).

**Dated this 8th day of October, 2020.**

**BY ORDER OF THE BOARD**



Cosmas Ikeche Esq

**Pp: COS IKECHE & CO.**  
**COMPANY SECRETARY**



## **NOTES:**

### **1. COMPLIANCE WITH GOVERNMENT DIRECTIVES ON COVID-19 AND RELATED GUIDELINES:**

In compliance with the guidelines of the Corporate Affairs Commission on the conduct of Annual General Meeting (AGM) of Public Companies by Proxies and the need to comply with the directives and regulations of the Federal Government of Nigeria (FGN), Lagos State Government (LSG), and the Nigerian Centre for Disease Control (NCDC) on Safety and Health measures against COVID-19 pandemic, the gathering of more than 20 people has been prohibited. Approval of the Corporate Affairs Commission (CAC) to hold the AGM has been obtained by the Company, taking advantage of S.230 of the Companies and Allied Matters Act (CAMA) for attendance by proxies. The number of people to attend the AGM will be as approved by LSG for social / public gatherings prevailing at the day of the meeting.

### **2. PROXY:**

A Member of the Company entitled to attend and vote at the AGM is entitled to appoint a proxy in his / her stead. A proxy need not be a member of the Company. All instruments of proxy should be duly stamped by the Commissioner of Stamp Duties and deposited at the Registered Head Office of the Company, No. 18, Montgomery Road, Yaba, Lagos State, or via email at [info@petramfbank.com](mailto:info@petramfbank.com) not later than 48 hours before the time for holding the Meeting. A corporate body being a member of the Company is required to execute a proxy under seal. A blank proxy form is attached to the Annual Report and Accounts and may also be downloaded from the Company's website at [www.petramfbank.com](http://www.petramfbank.com)

### **3. ATTENDANCE BY PROXY:**

In line with CAC Guidelines, attendance at the AGM shall be by proxy only. The proceedings of the Annual General Meeting shall also be streamed live and the link for the live stream will be provided on the Company's website. Members entitled to attend and vote at the AGM may wish to select any of the underlisted persons below, as their proxies to attend and vote in their stead:

- a).Adeyemi kehinde J.- Shareholder
- b).Da-Silva J.T.O. - Shareholder
- c).Chief. D.U.Odigbo - Shareholder
- d).Mrs. Felicia Okoli - Shareholder

### **4. STAMPING OF PROXY FORM:**

The Company has made arrangements for stamping of duly completed and signed proxy forms at its cost, to be submitted to the Company's Registered Head Office within the time stipulated above.

### **5. SHAREHOLDERS RIGHT TO ASK QUESTIONS:**

Shareholders have the right to ask questions not only at the Meeting, but also in writing prior to the Meeting and such written questions must be submitted to the Company via email to [info@petramfbank.com](mailto:info@petramfbank.com) on or before 6<sup>TH</sup> November, 2020.

## **6. REGISTER OF MEMBERS AND TRANSFER BOOKS:**

The Register of Members and Transfer Books of the Company will be closed on 9<sup>th</sup> November, 2020 to enable the preparation of the Annual General Meeting.

## **7. NOMINATION FOR THE AUDIT COMMITTEE:**

In accordance with section 359(5) of the Companies and Allied Matters Act Cap C.20, Laws of the Federation of Nigeria, 2004, any member may nominate a Shareholder as a member of the Audit Committee, by notice in writing of such nomination to the Company Secretary at least 21 days before the Annual General Meeting.

## **8. DIRECTORS FOR RE-ELECTION:**

Biographical details of Directors standing for re-election are provided in the Annual Report.

## **9. COMPANY'S WEBSITE**

A copy of this Notice and other information relating to the Annual General Meeting can be found on the Company's website [www.petramfbank.com](http://www.petramfbank.com)

## **10. E-ANNUAL REPORT**

The electronic version of the Annual Report is available on [www.petramfbank.com](http://www.petramfbank.com). Shareholders that have provided their email addresses to the Company will receive the electronic version of the Annual Report via email.



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**PROXY FORM**

| <b>The 11<sup>th</sup> Annual General Meeting</b>  | <b>RESOLUTION</b>  | <b>FOR</b> | <b>AGAINST</b> |
|--|--|------------|----------------|
| <p>to be held at the Pastor's Conference Room of St. Dominic Catholic Church, No. 356 Herbert Macaulay Way, Yaba, Lagos State <b>on TUESDAY 10<sup>TH</sup> November, 2020 at 10.30 am</b> prompt.</p>   | <p>1. To receive the Report and Accounts</p>   |            |                |
| <p>I/We.....<br/>         Being a member of Petra Microfinance Bank plc., hereby</p>   | <p>2. To re-elect Directors of the Company:<br/>         a. To re-elect Chief Mrs. Eniola Tukururu<br/>         b. To re-elect Dr. Victor Dike.</p>  |            |                |
| <p>Appoint:<br/>         a). Mr. Adeyemi kehinde J - Shareholder</p>   | <p>3. To appoint Auditors of the Company.</p>  |            |                |
| <p>b) Mr. Da-Silva J. T.O – Shareholder<br/>         c) Chief D.U Odigbo - Shareholder.<br/>         d) Mrs. Felicia Okoli - Shareholder</p>   | <p>4. To authorize Directors to fix the remuneration of the Auditors.</p>  |            |                |
| <p>Or failing the Chairman of the meeting as my/our proxy to act and vote for me/us and on my/our behalf at the Annual General Meeting of the Bank to be held on 10<sup>th</sup> November, 2020 at 10.30 am, and at any adjournment thereof.</p> | <p>5. To elect members of the Audit Committee for the ensuing year.</p>  |            |                |
| <p>Dated this 8<sup>TH</sup> Day of OCTOBER, 2020<br/>         Shareholder's Signature.....</p>  |  |            |                |
| <p>(Affix postage stamp here and sign across).....</p>   | <p>Please mark "x" in the appropriate box to show how you wish your vote to be cast on the resolutions set out above. Unless otherwise instructed, the Proxy will vote or abstain from voting at his / her discretion.</p> |            |                |
| <p>This proxy form must be completed and sent to the Company's Address: 18, Montgomery Road, Yaba, Lagos if the member will not be attending the meeting</p>   |  |            |                |