

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Fifty-first Annual General Meeting of the Company will be held via electronic communication, on Tuesday 27<sup>th</sup> June 2023, at 11.00 a.m. to transact the following business:

### ORDINARY BUSINESS

1. To confirm the minutes of the Fiftieth Annual General Meeting held on 30th June 2022.
2. To receive, consider and, if thought fit, adopt the accounts for the year ended 31st December 2022, together with the Directors' and Auditors' Reports thereon.
3. To approve and note that Directors had not recommended payment of a dividend for the year 2022.
4. To elect Directors:
  - a. Mrs. Audrey Maignan was appointed on 02<sup>nd</sup> December, 2022 to fill a casual vacancy. She retires by rotation in accordance with Article No. 111 of the Company's Articles of Association and being eligible, offers herself for re-election.
  - b. Mrs. Rachel Dumba was appointed on 22<sup>nd</sup> May, 2023 to fill a casual vacancy. She retires by rotation in accordance with Article 111 of the Company's Articles of Association and being eligible, offers herself for re-election.
  - c. Mr. Francis Okomo-Okello retires by rotation in accordance with Articles No. 112, 113 & 113 of the Company's Articles of Association. Special notices have been received by the Company pursuant to section 287 of the Companies Act 2015 and subject to section 131 of the Act that if thought fit, the following resolutions be passed.  
 "That Mr. Francis Okomo-Okello (a Director retiring by rotation) who is over 70 years, be and is hereby re-elected as a Director of the Company".
5. To note that there was no Directors' remuneration paid in 2022.
6. To appoint PricewaterhouseCoopers, the Company's Auditors, in accordance with Section 721 (2) of the Companies Act 2015. PricewaterhouseCoopers have indicated their willingness to continue in office.
7. To approve the Auditors' remuneration for 2022 and to authorise the Directors to fix the Auditors' remuneration for 2023.
8. To appoint the Audit Committee members which comprises Mr. Mahmood Manji, Mr. Guedi Ainache and Mr. Alkarim Jiwa in accordance with section 769 (1) of the Companies Act 2015.
9. To transact any other Ordinary Business of an Annual General Meeting.

By Order of the Board.

**Dominic K. Ng'ang'a**  
**COMPANY SECRETARY**  
**Dated at Nairobi this 26 April, 2023**

### Note:

1. TPSEAP has convened and is conducting this virtual Annual General Meeting following an amendment of its Articles of Association to allow the holding of the Annual General Meeting through Electronic Communication (Virtual meeting).
2. Shareholders wishing to participate in the AGM should register by dialling \*483\*806# on their Safaricom, Airtel or Telkom mobile telephone and following the various prompts regarding the registration process. Shareholders will not incur any charges by contacting the helpline number (+254) 709 170 000 from 9.00am to 4.00pm, Monday to Friday. Any shareholder outside Kenya should dial the helpline number to be assisted to register.
3. Registration for the AGM commences on 5<sup>th</sup> June, 2023 at 9.00am and will close on Sunday 25<sup>th</sup> June, 2023 at 12.00pm. Shareholders will not be able to register after Sunday 25<sup>th</sup> June, 2023 at 12.00pm.
4. In accordance with Section 283 (2) (c) of the Companies Act, 2015, the following documents

may be viewed on the Company's website [www.serenahotel.com](http://www.serenahotel.com) (i) a copy of this notice and the proxy form, (ii) minutes of the last AGM held on 30<sup>th</sup> June, 2022, and (iii) the Company's audited financial statements and annual report for the year 2022.

5. Shareholders wishing to raise any questions or clarifications regarding the AGM may do so by:
  - (a) Sending their written questions by email to [agmquestions@serenahotels.com](mailto:agmquestions@serenahotels.com); or
  - (b) To the extent possible, physically delivering their written questions with a return postal address number or email address to the registered office of the Company at Williamson House, 4<sup>th</sup> Floor, 4<sup>th</sup> Ngong Avenue, or to Image Registrars offices situated at 5<sup>th</sup> Floor, ABSA Towers (formerly, Barclays Plaza) Loita Street, Nairobi; or
  - (c) Sending their written questions with a return postal address number or email address by registered post to the Company's address using P.O. Box 48690 0010 Nairobi.

Shareholders must provide their full details (Full name, ID/Passport Number/CDSC Account Number when submitting their questions and/or clarifications.

All questions and /or clarifications must reach the Company on or before Friday 23<sup>rd</sup> June, 2023 at 12.00pm.

Following the receipt of the questions and /or clarifications, the directors of the Company shall provide written responses to the questions received to the return postal address number or email address provided by the shareholder not later than 12 hours before the start of the AGM. A full list of all questions received and the answers thereto will be published on the Company's website not later than 12 hours before the start of the AGM.

6. A Shareholder entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf. A proxy need not be a member of the Company. The appointed proxy will need to have access to a mobile telephone. A proxy form is attached to this Notice and is available on the Company's website [www.serenahotels.com](http://www.serenahotels.com). Physical copies of the proxy form are also available at Image Registrars Limited's offices on 5<sup>th</sup> floor ABSA Towers (formerly, Barclays Plaza), Loita Street, P.O Box 9287 00100 Nairobi. To be valid, a proxy form must be duly signed by the member. If the member is a body corporate, the proxy form shall be given under its common seal or under the hand of an officer or duly authorized attorney of such body corporate. The completed proxy form should be emailed to [info@image.co.ke](mailto:info@image.co.ke) or sent/delivered to Image Registrars Limited, 5<sup>th</sup> floor ABSA Towers (formerly, Barclays Plaza), Loita Street, Nairobi so as to be received not later than Friday, 23<sup>rd</sup> June, 2023 at 11.00am. Any person appointed as a proxy should submit his/her mobile telephone number to the Company not later than Sunday, 23<sup>rd</sup> June, 2023 at 11.00am. Any rejected proxy registration will be communicated to the shareholder concerned not later than Monday 26<sup>th</sup> June, 2023 to allow time to address any issues.
7. The AGM will be streamed live via a link which shall be provided to all shareholders who will have registered to participate in the AGM. Duly registered shareholders and proxies will receive a short message (SMS/USSD) prompt on their registered mobile numbers, 24 hours prior to the AGM acting as a reminder of the AGM. A second (SMS/USSD) prompt shall be sent one hour ahead of the AGM, reminding duly registered shareholders and proxies that the AGM will begin in an hours' time and providing a link to the livestream.
8. Duly registered shareholders and proxies may follow the proceedings of the AGM using the live stream platform and may access the Agenda and vote when prompted by the Chairman via the USSD prompts.
9. Results of the AGM shall be published within 24 hours following conclusion of the AGM.