

# TOTAL PETROLEUM GHANA LIMITED

## NOTICE TO SHAREHOLDERS

**NOTICE IS HEREBY GIVEN** that the 44<sup>th</sup> Annual General Meeting of the Shareholders of Total Petroleum Ghana Limited will be held **VIRTUALLY and streamed live by video link** from the Head office of Total Petroleum Ghana Limited on **Wednesday, 15th July, 2020 at 11:00am** to transact the following business:

### AGENDA

#### ORDINARY RESOLUTIONS

1. To receive and adopt the Reports of the Directors, Auditor and the Financial Statements of the Company for the year ended 31<sup>st</sup> December, 2019.
2. To declare Final Dividend in respect of the year ended 31<sup>st</sup> December, 2019.
3. To ratify the appointment of a Director.
4. To re-elect Directors retiring by rotation.
5. To fix the remuneration of the Directors.
6. To confirm the remuneration of the Auditors for the year ended 31<sup>st</sup> December, 2019 and to authorise the Directors to fix the remuneration of the Auditors for the ensuing year.

#### SPECIAL RESOLUTIONS

1. To Authorise the Company to effect all changes in the Company's Regulations/Constitution to make it compliant with the new Companies Act 2019 (Act 992).
2. To change the name of the Company from Total Petroleum Ghana Limited to Total Petroleum Ghana Public Limited Company (PLC) in Compliance with the new Companies Act 2019 (Act 992).
3. 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 27<sup>th</sup> day of March, 2020**

By Order of the Board

MERCY SAMSON (MRS.)

SECRETARY

#### Note:

- 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 on line), the proxy appointment shall be deemed to be revoked.
- iv. A copy of the Form of Proxy can be downloaded from <http://totalghana-agm.com/> and may be filled and sent via email to : REGISTRARS@MYUMBBANK.COM or deposited at the registered office of the

Registrar of the Company, UMB, 123 Kwame Nkrumah Avenue, Sethi Plaza, Adabraka, Accra, or posted to the Registrar at P. O. Box GP401, 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 <http://totalghana-agm.com/>.

#### Accessing and Voting at the Virtual AGM

- vi. A **unique token number** will be sent to shareholders by email and/or SMS from **23<sup>rd</sup> June, 2020** to give them access to the meeting. Shareholders who do not receive this token can contact EMMANUEL AMOAH ODUM on REGISTRARS@MYUMBBANK.COM **or call** 0302 220952 / 0302226112 any time after 23<sup>rd</sup> June, 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 <http://totalghana-agm.com/> and input their unique token number on Wednesday, 15<sup>th</sup> July 2020. Access to the meeting will start from 8.00am. 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 again using their unique token number. Further assistance on accessing the meeting and voting electronically can be found on <http://totalghana-agm.com/>

For further information, please contact the Registrar:

Universal Merchant Bank Limited,  
123 Kwame Nkrumah Avenue,  
Sethi Plaza, Adabraka,  
Accra.