



Copyright Society of Botswana

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COSBOTS's ANNUAL GENERAL MEETING (AGM) 2021

Dear COSBOTS Member

We are now left with a few weeks until the COSBOTS AGM, which as we previously advised will be a virtual meeting.

The AGM documents will soon be uploaded to the Members Only drop- down menu of the company website. Further information about the meeting and the voting procedure will also be uploaded to the website . As voting at the meeting will be conducted remotely, it is important that you advise us as soon as possible to which number we should be sending the access credentials and which postal address we should mail the form of proxy by emailing COSBOTS administration (info@cobots.co.bw).

Meeting date and time.

The two-hour meeting will be hosted via Lumi on **Saturday 27 March at 0900hrs.**

The Lumi link to join the meeting will soon be provided to enable your attendance. To register your attendance at this meeting, please reply to the Outlook invitation or, alternatively send an email to the COSBOTS administration (info@cobots.co.bw).

We appreciate that the timing of the meeting and access to data will make live participation in the AGM difficult for some members. A recording will also be made of the meeting, so those unable to attend in real time will be able to listen to the discussion at a time convenient to them.

A draft AGM agenda will follow and will also be made available on the company website.

Voting Procedure

Members are advised that **Three (3)** vacancies in the Board have been created and interested candidates should submit an application letter accompanied by a detailed Curriculum Vitae (CV) and any other supporting documentation that may assist increasing their eligibility to be appointed to the Board by emailing to info@cosbots.co.bw. Please address all applications to the Chairman of the Nominations, Human Resources and Remunerations Committee, Mr Benjamin Mogotsi.

Furthermore, there are two different voting forms, depending on whether you plan to attend the meeting in person or not, available to members.

- ***Proxy Form***

Use this form if you are unable to attend the meeting through the virtual platform. Where a member chooses not to have another member represent their interests and attend the meeting via a proxy, you may appoint COSBOTS CEO, Mr. Lesego Selotate to vote on your behalf. The form also allows you to direct him how to vote on your behalf on the relevant items on the AGM Agenda.

If you use this form you will still be counted as attending the meeting.

- **Advance Voting**

Online voting

Members will be afforded the opportunity to cast votes in advance before the meeting through the online voting platform. The Lumi platform will enable members to login and cast votes electronically in advance of the Annual General Meeting. Only bona-fide and authenticated members can access the Online Voting platform.

It is important that you advise the COSBOTS administration (info@cobots.co.bw) as soon as possible, to whom COSBOTS should send the proxy forms, and the online meeting link. Members should submit one of the completed forms to the COSBOTS administration by email (info@cobots.co.bw) on or before 23 March (4 days before the AGM) at the very latest for your proxy form to be counted together with the electronic votes.

We very much regret that we will not be seeing you in person at this year's AGM, but we look forward to seeing as many of you as possible remotely.

Yours sincerely,

Mr. Kopano Mantswe
Chairperson
Membership, Ethics and Governance Committee