

COPYRIGHT SOCIETY OF BOTSWANA (COSBOTS)

Annual General Meeting 2021

Date: 27 March 2021

Location: VIRTUAL (LUMI)

Time allocation: 2hours

PROPOSED AGENDA

No.	BUSINESS TO BE DISCUSSED	LEAD PERSON	TIME
1.	Opening Prayer	Volunteer	2mins
2.	Apologies/Confirmation of quorum	Lumi representative/Company Secretary	2mins
3.	Adoption of the Agenda	Chairman	2mins
4.	Introductions	Mr K Mantswe	5mins
5.	Welcome Remarks	Chairman	5mins
6.	Minutes of meeting held 18 th January 2020	Chairman/Company Secretary	10mins
7.	Matters arising from minutes of 18 th January 2020	Chairman/Company Secretary	10mins
8.	Receive and consider the Consolidated report including: a. Annual report of the Board of Directors b. Corporate Governance Report c. Directors responsibility Statement d. Certificate by Company Secretary	Chairman/ CEO	20mins
9.	Approve the Directors' Remuneration, set out in the Company's Consolidated Report.	Chairman	5mins

10.	Receive and consider Company's audited Annual Financial Statement for the year ended 30 June 2020, together with the Auditor's Report.	Mamlathan	20mins
11.	Release from liability of the members of the Board of Directors	Chairman	5mins
12.	Appoint Auditors of the Company, to hold office from the conclusion of the meeting until the conclusion of the next meeting at which accounts are laid before the Company and authorize the Directors to determine the Statutory Auditors' remuneration.	Mr. Mpho Motlhasedi- Chairman Audit and Risk Committee	2mins
13.	To elect new Directors and re-appoint Directors of the Company retiring by rotation.	Chairman/CEO/Board Secretary/Lumi	Open until 1030am
14.	Reading, consideration, and approval of draft resolutions.	Chairman	15mins
14.	Approve the draft Membership and Distribution Rules.	Mr. K. Mantswe- Chairman Membership, Ethics and Governance Committee	10mins
15.	Closing Remarks	Chairman	5mins
16.	Closing Prayer	Volunteer	3mins
17.	TOTAL TIME ALLOCATION		2HOURS