

NOTICE OF THE ANNUAL GENERAL MEETING

COPYRIGHT SOCIETY OF BOTSWANA (Company No. CO2008/3322) ("COSBOTS" or "the Company")

NOTICE IS HEREBY GIVEN THAT the **2021 Annual General Meeting (AGM)** for the members of the Company will be held in person on **SATURDAY 28TH MAY 2022 AT 09:00HRS**. The AGM will be a live multi-location hybrid meeting streamed from **Gaborone at Travel Lodge**, connecting in real-time to the following places:

- a. **Francistown at Adansonnia Hotel,**
- b. **Palapye at Desert Sands Motel and,**
- c. **Maun at Maun Lodge,**

at which the following resolutions will be considered and, if deemed fit, passed with or without modification.

You will be asked to consider and vote on the Resolutions below,

1. ORDINARY BUSINESS

- a. To receive and consider the Consolidated report including,
 - i. Annual report of the Board of Directors
 - ii. Corporate Governance Report
 - iii. Directors' responsibility Statement
 - iv. Certificate by Company Secretary
- b. To receive and consider Company's audited Annual Financial Statement for the year ended 30 June 2021, together with the Auditor's Report

2. PROPOSED AS A SPECIAL RESOLUTION

- a. To consider the proposed amendments to the Company's current Constitution be and are hereby approved and that the amended Constitution be hereby adopted in the place and stead of the current Constitution

3. PROPOSED AS ORDINARY RESOLUTION

- a. Release from liability of the members of the Board of Directors.
- b. To 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.

4. PROXIES

- a. Only a member who is a natural person is entitled to appoint another natural person as his or her proxy to attend, speak and vote in his or her stead at a meeting of the Company.
- b. Members which are not natural persons are not entitled to be represented by proxy as commonly understood, such members must instead be represented by a duly authorized representative of the juristic person concerned.
- c. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend, speak and, on the poll, vote in his/her stead. A proxy need not be a member of the Company. The proxy form must be delivered to the Company 48 hours before the meeting, by ***completing and signing the proxy form attached separately*** and delivering such proxy form to the registered office of COSBOTS or by emailing COSBOTS administration (info@cobots.co.bw), before the proxy can exercise any rights on behalf of the member at the AGM.
- d. Any alterations or corrections made to this form of proxy must be initialled by the signatory/ies.
- e. An instrument of proxy shall be valid for the Annual General Meeting as well as for any adjournment thereof unless the contrary is stated thereon
- f. All participants at the meeting shall be required to present membership cards or reasonably satisfactory identification before they are admitted to the meeting.

BY ORDER OF THE BOARD

DATE: 6 May 2022



BY ORDER OF THE BOARD

Itai Dzimiri

Company Secretary

REGISTERED OFFICE: BAKER TILLY, PLOT 205,
INDEPENDENCE AVENUE, MAIN MALL, GABORONE



Copyright Society of Botswana

**COPYRIGHT SOCIETY OF BOTSWANA
(COSBOTS) PROXY FORM – 2021**

I, _____ with

(Name in Block
letters)

Identity no: _____ being a member of COSBOTS, hereby appoint

Names:

Proxy's Identity no: _____

as my proxy to represent me at COSBOTS Annual General Meeting (AGM) to be held on Saturday 28th May 2022, at 09:00hrs and any adjournment thereof.

Date: _____

Signature: _____

Annual General Meeting 2021

Received by _____

Date _____